



ICT Department
Grade 10
Teacher: Rena Hamade

Date: _____

Lesson 1- Essential Computer Skills – Class Worksheet

Name: _____

Grade/Section: _____

❖ Fill in the blanks with the correct answer from the word bank:

Desktop	Menu Bar	Taskbar	Folder
Minimize	Title Bar	Icons	Pointing Device
Tool bar	Maximize	Restore	Window
Menu	Scroll Bar		

1. _____ are small images that represent the file or program
2. A _____ is an on-screen symbol that shows the current position of the mouse.
3. _____ can be either horizontal or vertical and it allows the user to control which part of the document to view by moving it up and down or right and left.
4. A text interface that includes drop down options containing a list of commands and options is called a _____.
5. A _____ is a rectangular area of the screen used to display a program, data or other information.
6. Another name for the mouse is called a _____.
7. The bar that is located at the top of a window is called _____. It contains the name of the file or program that you are working on.

8. The bar that contains the list of Menus in a window is called _____
9. Below the Menu Bar, there is the _____ that has a list of tool options to be used.
10. To make the window of a full screen size, you need to click on the _____ button at the top right of the window
11. To bring down the window to the task bar and show it as a button, you click on the _____ button at the top right corner of the window.
12. The first screen that shows after the operating system of the computer loads is called _____.
13. To make the size of the window smaller, you click on the _____ button at the top right corner of the window.
14. A collection of files, documents and subfolders is called a _____.

❖ Answer with True or False. Correct the false statements:

1. You can open as much windows as you want at the same time _____
2. An I-Beam is the pointer of the mouse that shows on the screen when typing a text. _____
3. To erase the data found on a device, the device needs to be formatted without having a backup copy of the data. _____
4. A window can be resized to a button on the task bar. _____
5. To close a window, you go to File → Quit. _____
6. To select a group of adjacent files, you select the first file, hold the Ctrl Key and select the last file. _____

7. You can change the appearance settings of the desktop if you right click on the desktop → Properties. _____
8. To add/remove a user account's password, you go to Control Panel → user accounts. _____
9. When you create a duplicate of a file, you are moving the file to another location. _____
10. You cannot retrieve a file from the Recycle Bin once deleted. _____
11. A new version of a program is called an update. _____
12. Folders are created to organize related files and documents. _____
13. When you want to move a file to another location, you can have two copies of the same file. _____
14. Once the computer starts up, the operating system loads all the required software. _____.