



ICT Department

Date: _____

Grade 10


Teacher: Rena Hamade

Lesson 1- Learning About Google– Homework Sheet

Name: _____

Grade/Section: _____

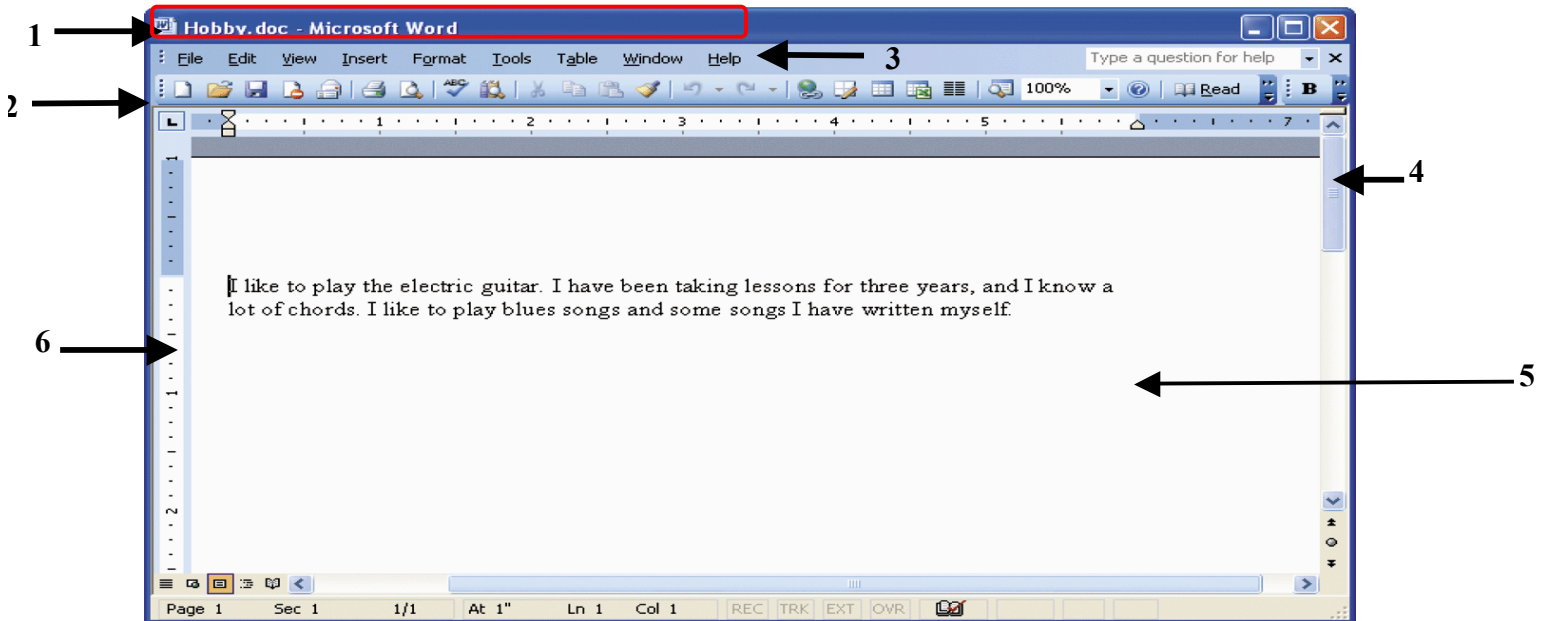
Circle the best answer for each of the following statements (/ 20]

1. ____ used to move the page up and down.
a. Title bar
b. Scroll bar
c. Menu bar
d. Toolbar
2. The first screen you see when the operating system is up and fully running is _____.
a. screen saver
b. Drop down menu
c. desktop
d. upgrade
3. To select adjacent files we click on the first one, press ____ and click on the last one.
a. Shift
b. Ctrl
c. Alt
d. tab
4.  is called the ____ button.
a. close
b. maximize
c. Minimize
d. Restore
5. A ____ is a collection of information saved as one unit.
a. file
b. folder
c. menu
d. none of the above

6. Which button is used to maximize a window?



Use the following figure to answer questions 7, 8, 9, 10.



7. In the figure above, item 3 points to the ____.

- a. title bar
- b. toolbar

- c. menu bar
- d. scroll bar

8. In the figure above, item _____ points to the title bar.
- a. 1
 - b. 2
 - c. 3
 - d. 4
9. In the figure above, item 6 points to _____.
- a. horizontal ruler
 - b. vertical ruler
 - c. scroll bar
 - d. title bar
10. In the figure above, item _____ points to the document window.
- a. 3
 - b. 4
 - c. 5
 - d. 6
11. When you delete a file, it is removed from the list of available files and sent to the _____.
- a. My Computer
 - b. My Music
 - c. My Pictures
 - d. Recycle Bin
12. When you ____ a file, the version in the original location is erased and copied to a new location.
- a. copy
 - b. move
 - c. delete
 - d. select
13. When you ____ a file, you create an exact duplicate of your original file.
- a. copy
 - b. move
 - c. delete
 - d. select
14. To select nonadjacent files, click on the first one then press _____ and click on the other files.
- a. Shift
 - b. Alt
 - c. Ctrl
 - d. Tab
15. Software _____ can offer new features and fix bugs.
- a. application
 - b. upgrade
 - c. wizard
 - d. none of the above
16. The program _____ guides you through the process of installing new software.
- a. application
 - b. upgrade
 - c. wizard
 - d. none of the above

17. A _____ is a group of files.
- a. folder
 - b. file
 - c. application
 - d. none of the above
18. When you format a disk, all the data stored will be _____.
- a. arranged
 - b. restored
 - c. copied
 - d. deleted
19. When you click on the title bar of an opened window and drag, the window will be _____.
- a. restored
 - b. copied
 - c. moved
 - d. resized
20. In the figure below, the active window is the _____ window.
- a. Microsoft Word
 - b. Paint
 - c. Both A & B
 - d. None of the above

