

i. **Complete the following sentences using words in the box:**

**Desktop - Windows- taskbar – start menu – power – icons**

1. To turn on the computer, press on ..... button.
2. The desktop contains both ..... and .....
3. We can open any program we need from the .....
4. A computer works using an operating system such as .....
5. When the computer is turned on ..... appears.

ii. **Choose the correct answer:**

1. All Windows can be ..... ( minimized, maximized, restored , all) .
2. All opened files appear in ..... (control panel, icons, taskbar)
3. .... are small pictures on the desktop that we can open. (icons, desktop, taskbar)
4. Date and time appears on the ..... (Icon, desktop, taskbar).
5. My Computer, Recycle Bin , My documents are ..... (Folders, icons, programs)

iii. **Put (✓) or (✗):**

1. The taskbar is found at the bottom of the desktop and shows date and time ( )
2. All windows are similar in maximizing, closing and minimizing. ( )
3. Title bar contains all minimized windows. ( )
4. A window can't be minimized or restored. ( )
5. Start menu is found in the taskbar. ( )

iv. **Match**

| A               | B  |
|-----------------|--|
| 1. Recycle Bin  | a) Should be used to turn-off the computer     |
| 2. Shut down    | b) Contain all my files or documents.          |
| 3. Title bar    | c) Contains all disk drives.                   |
| 4. My documents | d) Contains the title of the file and program. |
| 5. My Computer  | e) Contains all deleted files and folders      |

Model Answer

i. Complete the following sentences using words in the box:

1. files and folders
2. power
3. icons - taskbar
4. taskbar
5. storage units
6. start menu
7. Move.
8. Windows

ii. Choose the correct answer:

1. All
2. taskbar
3. my computer
4. icons
5. hard disk
6. taskbar
7. both

iii. Put (✓) or (✗):

|      |      |      |
|------|------|------|
| 1. ✗ | 2. ✓ | 3. ✓ |
| 4. ✓ | 5. ✓ | 6. ✓ |
| 7. ✓ | 8. ✗ |      |

iv. Match

|       |       |       |
|-------|-------|-------|
| 1 → e | 2 → c | 3 → d |
| 4 → a | 5 → b | 6 → f |