Name: _____ **Grade & Section:** _____

Directions: Write **TRUE** if the statement is correct and **FALSE** if otherwise.

_____ 26. Graphics software creates or record images and creates audio or video files. This software is extensively used in animation, graphics, image, and video editing.

_____ 27. Software updates are important to your digital safety and cyber security. The sooner you update, the sooner you'll feel confident your device is more secure — until the next update reminder.

_____ 28. Software updates make backing up your entire operating system or server installation as easy as backing up a group of files.

_____ 29. Presentation software enables you to put forth your thoughts and ideas with ease and with good clarity by using visual information.

_____30. Software updates are a way for software developers to fine-tune a product to make it the best it can be.

Directions: Identify what is being described in the following sentences and write the answer on the space provided.

_____ 31. It uses to browse the Internet enabling you to locate and retrieve data across the web. The most popular ones are Google Chrome and Internet Explorer.

_____32. It performs calculations. In this software, data is stored in a table format. It allows users to provide formulas and functions to perform calculations.

_____33. It creates or record images, and create audio or video files. This software is extensively used in animation, graphics, image, and video editing.

_____ 34. It allows you to edit or make changes in visual data or images. It comprises illustration and picture editor software

_____ 35. It formats and manipulates text, thus, creating memos, letters, faxes, and documents.

Directions: Rearrange the following procedures in their proper order. Use number (1-15) to indicate their order of precedence. Write your answer before the number. The first number is done for you.

__ 36. In order to boot from the DVD or USB drive you need to set the boot sequence under your BIOS setup and make sure that the first boot device is set to CDROM/ DVD-ROM or USB port.

__ 37. Setup your language, time & currency format, keyboard or input method and click next to continue.

__ 38. Select Custom (Advanced), since you are doing a clean or fresh installation.

__ 39. Choose the drive where you want to install Windows 7, and then click next to continue.

__ 40. Select the Unallocated Space from the list of disks then Click Apply.

__ 41. Format all of the partitions you have created by clicking the Format icon.

__ 42. Review your time and date settings.

__ 43. Provide a username and computer name. Computer name is based on what you typed in the username.

__ 44. Select your computer's current location.

__ 45. Set a password for your account and provide a hint.

__ 46. Compute the amount of partition (in Megabyte or MB) for your hard drive.

__ 47. Select the unallocated space then click New for partitioning.

__ 48. Read and tick the license terms. Then click next to continue.

__ 49. Click on "Install now", since you are doing a clean or fresh installation.

__ 50. Insert the bootable USB flash drive in the USB port or the CD/ DVD disc into the CD/ DVD drive.

LIVEWORKSHEETS