

1 Choose the correct answer from a, b, c or d.

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1. Online libraries include
a. encyclopedias b. dictionaries c. thesauruses d. all of them
2. When communicating online, your friend may have misunderstanding, so your message must be
a. secret b. clear c. unreliable d. complicated
3. Google or Bing are very useful
a. online libraries b. specialized Search Engines
c. online museums d. all of them
4. stands for (Hypertext Markup Language).
a. HMTL b. HTML c. TMLH d. TMTL
5. To update the operating system in windows, do the following
a. Start button then Settings then Update and Security
b. My documents icon then Settings then Update and Security
c. Control panel then add new device
d. Start button then Settings then add new hardware

2 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

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1. Asynchronous communication refers to communication between people, with everyone interacting at the same time using digital tools. ()
2. When the screen freezes in Windows PC, hold down the power button for 30 seconds and restart. ()
3. You can't use Microsoft Word to create your web page. ()
4. E-mail, voice and text messages and recorded videos are examples of synchronous communication. ()
5. General search engines are also useful but may lead you to unreliable pages. ()

3 Use the following words to complete the following sentences.

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(Instant messages - Google Play - E-mail - Meta information - save - save as - restart)

1. You can choose from file menu to save a file as a web page.
2. We can install apps from stores.
3. Some major updates require a
4. From the tools of synchronous communication.
5. allows you to read more about the site before clicking on the link.