



Student name ..... Class.....

## Computer basics

Fill in the Blanks

Shortcut

Icon

Show more options

Search

Drag

Right- Click

1- Each type of file has a specific ----- that helps you recognize what kind of file it is.

2- To search for a file or folder, click the ----- button on the taskbar.

3- A ----- is a link that allows you to open a file or program quickly without searching for it.

4- To create a shortcut, right-click the file, select ----- and then click "Create Shortcut".

5- To move a shortcut to your desktop, click and ----- it to the desktop.

6- To access the "Show more options" menu, you need to ----- on the file or program.