



مدرسة ايليت الانجليزية
The Elite English School

1. A _____ can contain files as well as folders.
2. Choose _____ from the System menu to shut down Windows OS.
3. When you delete a file from a hard disk, the deleted file is stored in the Recycle Bin where you can recover it until you empty the Recycle Bin.
(a) True (b) False
4. Copy and Paste is a common function allowing copying of data to and from the windows clipboard.
(a) True (b) False
5. What key must be pressed to allow multiple selection of files that are interspersed (i.e., not consecutively placed) with files which should not be selected ?
(a) Alt (b) Shift (c) Control (d) Enter
6. In the right-click menu where should you click to rename a file or folder ?
(a) Name (b) Rename (c) Properties (d) Change name
7. Which key combination can be used to paste an already copied file into a new folder ?
(a) Ctrl+P (b) Ctrl+C (c) Ctrl+T (d) Ctrl+V
8. Which key combination can be used to cut a file ?
(a) Ctrl+X (b) Ctrl+U (c) Ctrl+C (d) Ctrl+R
9. A file deleted from a folder in Windows OS goes to _____ .
(a) Recycle Bin (b) Computer
(c) Windows Explorer (d) Permanently deleted