

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 drive inside the CPU/Laptop drive.