



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.