

## Some question of the following Computer skills

### Q1/ Choose the correct answer

- 1- Which one of the following is not an input device?
  - a) Touchscreen.
  - b) Keyboard.
  - c) Printer.
  - d) Scanner.
- 2- Which one of the following is an example of software?
  - a) Speaker device.
  - b) Microsoft Word.
  - c) A mouse.
  - d) A printer.
- 3- Which one of the following would improve computer performance?
  - a) Using a larger monitor.
  - b) Increasing the number of applications running.
  - c) Using a faster printer.
  - d) Increasing the size of RAM.
- 4- Which of the following is not a method for pasting content that has been copied or cut?
  - a) Press Ctrl+v to paste content.
  - b) Press the Paste button in the Clipboard group on the Ribbon.
  - c) Click on the item to be pasted on the Clipboard.
  - d) Press Ctrl+p to paste content.
- 5- 2 Megabyte it equal to
  - a) 1000 Kilobyte
  - b) 1024 Kilobyte
  - c) 2048 Kilobyte
  - d) 2000 Kilobyte

### Q2/ Identify the function of the following tools

- 1- 
- 2- 
- 3- 
- 4- 
- 5- 

**Q3/ Determine the differences between each of these.**

- 1) **delete** and **backspace** on the Keyboard.
- 2) **Cut** and **Copy**.

**Q4/ Choose the correct answer**

- 6- **Which one of the following is not an input device?**
  - a) Touchscreen.
  - b) Keyboard.
  - c) Printer.
  - d) Scanner.
- 7- **Which one of the following is an example of software?**
  - e) Speaker device.
  - f) Microsoft Word.
  - g) A mouse.
  - h) A printer.
- 8- **Which one of the following would improve computer performance?**
  - e) Using a larger monitor.
  - f) Increasing the number of applications running.
  - g) Using a faster printer.
  - h) Increasing the size of RAM.
- 9- **Which of the following is not a method for pasting content that has been copied or cut?**
  - e) Press Ctrl+v to paste content.
  - f) Press the Paste button in the Clipboard group on the Ribbon.
  - g) Click on the item to be pasted on the Clipboard.
  - h) Press Ctrl+p to paste content.
- 10- **2 Megabyte it equal to**
  - e) 1000 Kilobyte
  - f) 1024 Kilobyte
  - g) 2048 Kilobyte
  - h) 2000 Kilobyte

**Q5/ Identify the function of the following tools.**



**Q6/ Write the function of the following button or keys on keyboard.**

**1- Tab**

**2- ESC**

**3- caps lock**

**4- ALT**

**5- Enter**

**Q7/ Determine the differences between each of these.**

3) **Close and Exit** ( in file menu)

4) **RAM and ROM**

**Q8/ Write the steps to identify how computers represent data.**

**Q9/ Choose the correct answer**

**1- Which one of the following would improve computer performance?**

- a) Using a larger monitor.
- b) Increasing the number of applications running.
- c) Using a faster printer.
- d) Increasing the size of RAM.

**2- Which one of the following is both an input and output device?**

- a) Touchscreen.
- b) Keyboard.
- c) Printer.
- d) Scanner.

**3- Which one of the following is an example of an operating system?**

- a) Wordpad
- b) PowerPoint.
- c) Windows.
- d) Notepad.

**4- Which software application would you use to create a report?**

- a) Microsoft Excel
- b) Microsoft PowerPoint
- c) Microsoft Word
- d) Microsoft Publisher

**5- What of these is an input device?**

- a) CD-Rom
- b) Mouse
- c) Printer
- d) Zip drive

**6- Where do deleted files go?**

- a) Recycle bin
- b) Dump
- c) USB stick
- d) Desktop

**7- Which of these is NOT a folder in Windows?**

- a) Music
- b) Pictures
- c) Films
- d) Document

**8- From which menu you can add Header and Footer to your report?**

- a) Insert Tab
- b) View Tab
- c) Format Tab
- d) Tools Tab

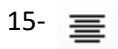
**9- A feature of Microsoft Word that saves the document automatically after certain time is available on**

- a) Save tab on Options dialog box
- b) Save as dialog box
- c) Both of above
- d) None of above

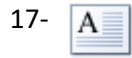
**10- \_\_\_\_\_ option from clipboard is used to move data from one place to another in a document.**

- a) Copy & Paste
- b) Cut & Paste
- c) Bold
- d) Justify

**Q10/ Identify the function of the following tools**



16-



Q11/ Write the function of all of these shortcuts or button on Keyboard.

- 1) Ctrl + V
- 2) Ctrl + W
- 3) Ctrl + shift + ←
- 4) Home
- 5) End
- 6) Ctrl + X
- 7) caps lock
- 8) Ctrl + Shift ( on the right)
- 9) Ctrl + Enter
- 10) Alt + Shift ( on the left)

Q12/ Determine the differences between each of these.

- 5) delete and backspace ( on Keyboard)
- 6) Cut and Copy
- 7) Save and Save as
- 8) Close and Exit ( in file menu)
- 9) Ctrl + Shift + Home and Ctrl + A

Q13/ Write the name of the following bars or tabs

