

Theory Questions:

Question 1/ Define the followings:

- 1) Personal Computer 2) Motherboard 3) Extranet

Question 2/ Choose the right answer (Multiple Choice Answers for the below Questions).

- 1) It is the largest, fastest and most expensive of all other types of computers:
A) Personal Computer B) Mainframe C) Laptop Computer D) Super Computer
- 2) One of the following shortcuts is used to save documents:
A) Ctrl + S B) Shift + S C) Shift + C D) Ctrl + C
- 3) It is used to store all your data programs and even the Operating System (OS) on it:
A) Hard disk B) RAM C) USB D) System Unit
- 4) One Kilobyte is equal to:
A) 1000 byte B) 1024 byte C) 1000 megabyte D) 1024 megabyte

Question 3/ What are the differences of the followings?

- A) Cut & Copy B) Save & Save as C) Client & Server

Question 4/ Fill the following sentences with the correct words: (5 Degree)

- 1) The first Personal Computer (PC) was invented in the year by IBM Company.
- 2) is the smallest unit of data in the personal Computer (PC).
- 3) Data located on stays on it after the PC is shut off.
- 4) + Shortcut Keyboard use to Delete Items without going to recycle bin.
- 5) To switch between opened documents using shortcuts, press the + Keys together.

Question 5/ What are the main Input Devices Explain one of them?

Question 1/ Define the Personal Computer (PC)? List the types of computer?

Question 2/ Fill the following sentences with the correct words:

- 6) Computer speed is measured by unit called
- 7) is the smallest unit of data in the personal Computer (PC).
- 8) One of the most important parts in System Unit is
- 9) One Gigabyte - GB is equal
- 10) There are two main parts in CPU which is and

Question 3/ What are the differences of the followings?

- B) RAM & ROM B) Client & Server C) Intranet & Extranet

Question 4/ Explain the use of the following Keyboard Shortcuts?

- 1) Ctrl + C
- 2) Alt + Tab
- 3) Alt + Ctrl + Delete
- 4) Ctrl + A
- 5) Ctrl + V

Question 5/ What are the main devices of Output? Define one of them?

Question 1/ Define the followings:

1. Computer
2. Server
3. Hardware
4. Mainframe

Question 2/ What are the main devices of Output? Explain one of them?

Question 3/ Choose the right answer (Multiple Choice Answers for the below Questions).

- 5) It is the smallest unit of data measurement in Personal Computer (PC):
A) Byte B) Bit C) Kilobyte D) Ram
- 6) It is called the standard input device:
A) Keyboard B) Mouse C) Scanner D) Monitor
- 7) One Gigabyte is equal to:
A) 1024 Kilobyte B) 1042 Kilobyte C) 1042 Megabyte D) 1024 Megabyte
- 8) This network allows people from outside to access the networks:
A) Extranet B) Intranet C) LAN D) Clients

Question 3/ Define Central Processing Unit (CPU)? List the two main parts in the CPU?

Question 5/ Determine the following sentences are true or false:

- 11) The first Personal Computer was invented in the year 1981 by IBM Company.
- 12) Computers Process is:
Output (Information) → Process (Data) → Input (Data)
- 13) Data located on RAM stays on it after the PC is shut off.
- 14) Local Area Network (LAN) are used to connect offices and labs occupying same floor

Question 1/ Define the Personal Computer (PC)? List the types of computer?

Question 2/ What are the differences of the followings?

- C) RAM & ROM
- B) Save & Save As
- C) Client & Server

Question 3/ Fill the following sentences with the correct words:

- 15) The_works like the Intranet, but it allows authenticated people from outside to access the network.
- 16) is the smallest unit of data in the personal Computer (PC).
- 17) One of the most important parts in System Unit is
- 18) One Gigabyte - GB is equal
- 19) There are two main parts in CPU which is and

Question 4/ What are the definition of Software? List five software applications?

Question 5/ Explain the use of the following Keyboard Shortcuts?

- 6) Ctrl + V
- 7) Alt + Ctrl + Delete
- 8) Ctrl + A
- 9) Alt + Tab
- 10) Shift + Delete

Question 1/ What are the main Input Devices Explain one of them?

Question 2/ Choose the right answer (Multiple Choice Answers for the below Questions).

- 9) One of the following shortcut is used to save documents:
B) Ctrl + S B) Shift + S C) Shift + C D) Ctrl + C
- 10) One Kilobyte is equal to:
A) 1000 byte B) 1024 byte C) 1000 megabyte D) 1024 megabyte
- 11) One of the following shortcut is used to Find out text:
A) Alt + F B) Shift + F C) Ctrl + F D) F1
- 12) It is used to store all your data programs and even the Operating System (OS) on it:
B) Hard disk B) RAM C) USB D) System Unit
- 13) It is the largest, fastest and most expensive of all other types of computers:
B) Personal Computer B) Mainframe C) Lap top Computer D) Super Computer

Question 3/ What are the differences of the followings?

- A) Cut & Copy B) Intranet & Extranet

Question 4/ Define Central Processing Unit (CPU)? List the two main parts in the CPU?

Question 5/ Fill the following sentences with the correct words: (5 Degree)

20) The first Personal Computer (PC) was invented in the year by IBM Company.

21) is the smallest unit of data in the personal Computer (PC).

22) Data located on stays on it after the PC is shut off.

23) + Shortcut Keyboard Is use to select all paragraphs.

24) To switch between opened documents using shortcuts, press the + Keys together.

Question 1/ What are the types of Computers? Define one of them?

Question 2/ Define Central Processing Unit (CPU)? List the two main parts in the CPU?

Question 3/ Fill the following sentences with the correct words:

25) The_works like the Intranet, but it allows authenticated people from outside to access the network.

26) The first Personal Computer (PC) was invented in the year by IBM Company.

27) One of the most important parts in System Unit is

28) One Megahertz - MHz is equal

29) To switch between opened documents using shortcuts, press the + Keys together.

Question 4/ What is the differences between the followings: (5 Degree)

- A) Count & Count B B) Client & Server C) Cut & Copy

Question 5/ Choose the right answer (Multiple Choice Answers for the below Questions). (5 Degree)

14) One of the following shortcut is used to paste text:

- A) Ctrl + P B) Shift + V C) Shift + P D) Ctrl + V

15) It is used to input the data to your Computer:

- A) Screen B) Keyboard C) Printer D) Speaker

16) The Smallest unit of data in Personal Computer (PC) is Called:

- A) Bit B) Zero C) Byte D) Kilobyte

17) One of the following shortcut is used to Select All Texts in Word Document:

- A) Ctrl + A B) Shift + A C) Alt + A D) F1 + A

18) It Is a memory for reading Only:

- A) RAM B) ROM C) Hardware D) Monitor

Practice Questions:

Question 1/ Change the background of your computer's Desktop and set the Nature picture on your desktop? (5 Degree)

Question 2/ Print Screen the My Computer and put it in the Microsoft World file then save the file on desktop by your name. (5 Degree)

Question 3/ Change the language settings of your keyboard and Add the Arabic (Kuwait) to your keyboard? (5 Degree)

Question 4/ Set a Screen Saver by Your Department name for your computer and set it after Five minutes? (5 Degree)

Question 1/ Print Screen the desktop and put it in the Microsoft Word file then save the file on desktop by your name. (5 Degree)

Question 2/ Set a Screen Saver by Your name for your computer and set it after three minutes? (5 Degree)

Question 3/ Change the language settings of your keyboard and Add the English (Canada) to your keyboard? (5 Degree)

Question 4/ Change the background of your computer's Desktop and set the Nature picture on your desktop? (5 Degree)

Question 1/ Change the background of your computer's Desktop and set the Landscapes picture on your desktop? (5 Degree)

Question 2/ Open the Word document with 3 three pages then save it in My Document with your name. (5 Degree)

Question 3/ Insert any picture to your file in page one. (5 Degree)

Question 4/ Insert the page two insert the Exactly Shape below. (5 Degree)



Question 5/ In the page (3) insert Table like bellow example exactly: (5 Degree)

<i>Details</i>			<i>Married</i>	<i>Children</i>
<i>ID</i>	<i>Names</i>	<i>Age</i>		
1	Sara Salim	26	Yes	2
2	Dara Qasm	31	Yes	1
3	Sirwan Ali	28	No	0
4	Karwan Qadir	22	No	0

Question 1/ Set a Screen Saver by your name for your computer and set it after Five minutes? (5 Degree)

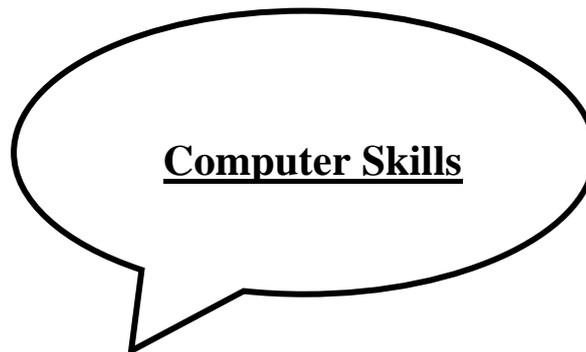
Question 2/ Open the Word document with 5 five pages then save it in Desktop with your name. (5 Degree)

Question 3/ In the page (1) insert Table like bellow example exactly: (5 Degree)

<u>Salary's List for January 2015</u>				
ID	Name	Gender	Age	Salary
1	<i>Shwan ahmad</i>	<u>Male</u>	28	\$ 1,200
2	<i>Delan Anwer</i>	<u>Female</u>	26	\$1,000
3	<i>Salar Muhamed</i>	<u>Male</u>	31	\$1,500
4	<i>Zana Ali</i>	<u>Male</u>	29	\$1,100

Question 4/ Insert Clip Art (Eiffel Tower) in page (2). (5 Degree)

Question 5/ Insert the page three insert the Exactly Shape below. (5 Degree)



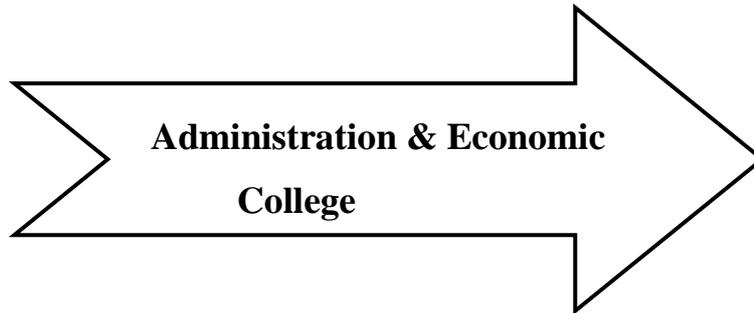
Question 1/ Open the Word document with 3 three pages then save it in the desktop with your name.

Question 2/ In the page one insert Table like bellow example exactly.

Year	First Line	
2012	<u>Positive</u>	Normal
2013	<u>Negative</u>	Normal
2014	<u>Positive</u>	Normal

Question 3/ Insert any picture to your word file in the page two.

Question 4/ Insert the below shape to your word file in the page three.



Question 1/ Open the Word document with 3 three pages then save it in the desktop with your name.

Question 2/ In the page one insert Table like bellow example exactly. (5 Degree)

Administration & Economic College		
<u>Department</u>	<u>No. of Students</u>	<u>Range</u>
Accounting	158	First
Economic	149	Second
Administration	134	Third

Question 3/ Insert Clip Art Car to your word file in the page two. (5 Degree)

Question 4/ Insert the below shape to your word file in the page three. (5 Degree)



Question 5/ Change the language sittings of your keyboard and Add the Arabic (Kuwait) to your keyboard? (5 Degree)