Bank of Question for Computer Skill (IT)

**Q1**/ Define with writing steps each of the following :

1. Save As b. Search & replace c. Cut& paste

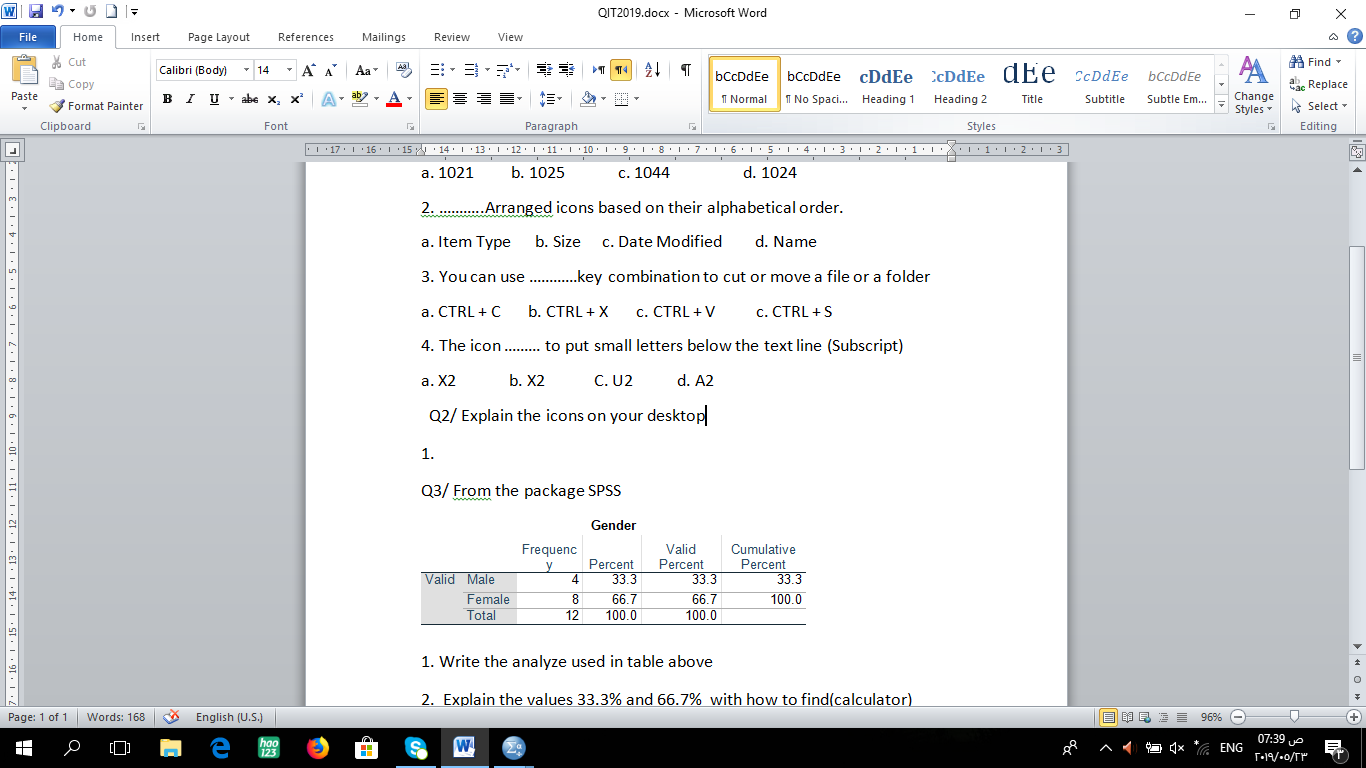
**Q2**/ Writing the methods to change or sorting Icons or folder on the desktop. **(3)Marks**

**Q3**/ Write by steps how to Installing and Removing Software .

**Q4**/ Explain by steps the applied of :

a. Rename folder b. Screen Saver c. Control Panel

**Q5**/ Explain the icons in Circle ( ) Microsoft Word (8)Marks



**Q6**/What is the difference between the : (6)Marks

1-Intranet & Extranet 2- Disc Drive & Disc DVD 3- Personal Computers & laptop Computer (3)Marks

**Q7/** Defined Central Processing Unit ?which the main parts of CPU ?

**Q8**/ Define each of the following :

1. Gigabyte(GB) 2. CTRL+X 3. Zip file 4. Antivirus programs 5.Screen saver

**Q9**/ Writing the steps to change or selecting Icons on the desktop ?

**Q10**/ Writing the steps to setting the computers time and Date ?

**Q11**/ Explain by steps the applied of :

1-Print document (page) 2- Delete file 3-Rename folder

**Q12**/ How to change the Background on the desktop ?

Q1**3**/ What the parts of the Keyboard ?

Q1**4**/ How does the mouse work ?

Q1**5**/ What is the difference between the :

1-Intranet & Extranet 2- Disc Drive & Disc DVD 3- Personal Computers & laptop Computer

Q1**6**/ Defined Central Processing Unit ?which the main parts of CPU