Q1

Complete the following sentences:

1. Hardware is the ……………………, ……………………, …………………… and …………………… equipment that makes up a computer.

2. Keyboard is the input device that allows the user to type …………………… , …………………… and ……………………

3. Scanner generates a …………………… of an image for data input to a computer

Q2

Explain the use of each of the following MS Word buttons:

1) X_2

2) ≡

3) ≡

4) ¶

Q3

Name the hardware device(s) used for the following jobs:

1. Watching at a text by a computer.

2. Listening to sounds from a computer

Q4

What programs associated with the following file extensions:

1) .dwg   2) .html   3) .mpeg   4) .pdf   5) .bmp

Q5

What are the types of each of the following hardware devices?

1) DVD   2) Mouse   3) Printer   4) Optical Drive   5) Speakers

Q6

The mouse cursor is smart and will change appearance depending on what it is pointing at, sketch and name these shapes.

Q7

Write steps required to perform the following processes:

1. Hard disk cleaning up
2. Hard disk defragmenting

Q8

Complete the following sentences:

1. The default page margins for Microsoft Word documents are ……………… To change the page margins, go to …………………

2. In MS PowerPoint, the slide transition advance is either come on ……………… or ……………

3. In MS Excel, the ……………… contains several rectangles called ………… for entering Text, Formulae or Numeric data.

Q9   Differentiate between: Windows OS and Mac OS

Q10   Complete the table below:

Icon			
File Type			
Program			
File Extension			

Q11   What are the advantages of using E-mails instead of paper posting?

Q12   Name the hardware device(s) or software program(s) used to do the following jobs:

1. To save Data without hard drives
2. Creating an Email account.

Q13   Name the program and explain the use of each of the following buttons:

1)   2)   3)   4) Duration   5)

Q14 What is the type of each of the following hardware devices:

1) Motherboard   2) Mouse   3) Ports   4) Scanner   5) ROM

Q15 Write the full name of the following acronyms:

1. URL   2. Wi-Fi   3. ISP

Q16 Rewrite the following expressions in an equivalent MS Excel form:

1) $\cos^{-1}|1-x| + 2^{x+2}$ 2) $1/\sqrt{1/x - 3} + 4$

Q17 Complete the table:

File Type		Presentation	
Program	Fire fox		AutoCAD
File Extension	.doc	.mpeg	

Q18 Complete the following sentences:

1. In MS Word the …………… key Pressed to start a new paragraph, While the delete Key is used to Delete the character to …………… of the insertion point.

2. In MS Excel, the worksheet contains several rectangles called cells for entering …………, ………… or …………

3. In MS PowerPoint, there are several options that you can add to your animations among them, Duration which is the …………… and Delay which is the ……………

Q19 Name the hardware device(s) or software program(s) used to do the following jobs:

1. To generate a digital representation of an image.

2. To save Data without hard drives

3. Creating a free Email account.

Q20 Show the data flow in a computer system on a diagram.

Q21 What are the advantages of using E-mails instead of paper posting?

Q22 What are the types of each of the following hardware devices:

1) Motherboard   2) Mouse   3) Ports   4) Scanner   5) ROM

Q23 Write the full name of the following acronyms:

1. URL   2. Wi-Fi   3. ISP

Q24 Convert the following formula to an equivalent MS Excel form:

$$y = 2\sqrt{x}\,cos^{-1}\left|\frac{x}{3}\right| - \frac{e^x}{2^x}$$

Q25 In MS PowerPoint, write necessary steps to add slide number and dates to the slides.

Q26 What are the types of each of the following hardware devices:

1) Cooling Fan   2) Power Supply   3) Ports   4) Projector   5) Cam

Q27 Complete the following sentences:

1. In MS Word the Enter key Pressed to ……………… While the delete Key is used to Delete the character to right of the …………………

2. In MS Excel, Merge cell is used to …………… and Wrap text to …………

3. Mouse is used to …………………, …………… and ………………

Q28 Complete the table:

File Type			Drawing
Program	Acrobat	Fire fox	
File Extension		.ppt	.mpeg

Q29 Name the hardware device(s) or software program(s) used to do the following jobs:

1. Watching at a text by a computer.

2. To save Data without hard drives

3. Listening to sounds from a computer.

Q30 List in sequence versions of Microsoft Windows OS.

Q31 Write the full name of the following acronyms:

1. URL
2. WAN
3. HTML

Q32 Convert the following formula to an equivalent MS Excel form:

$$y = \frac{e^x - 5\sqrt{x}}{\tan^{-1}|x|}$$

Q33

Complete the following sentences:

1. Mouse is used to ………………, ……………… and ………………
2. Printer is a hardware device that takes information usually ……………… and ……………… from the computer and prints it on paper.

Q34 In MS PowerPoint, write necessary steps to add slide number and dates to the slides.

Q35 Name the hardware device(s) used for the following jobs:

1. To record a video into a computer.
2. Watching at a text by a computer.
3. Listening to sounds from a computer

Q36 What programs associated with the following file extensions:

1) .xls   2) .html   3) .mpeg   4) .ppt   5) .dwg

Q37 What are the types of each of the following hardware devices?

1) BD   2) Scanner   3) Plotter   4) Optical Drive   5) Speakers

Q38 The mouse cursor is smart and will change appearance depending on what it is pointing at, sketch and name these shapes.

Q39 Write steps required to perform the following processes:

    1. Hard disk cleaning up   2. Hard disk defragmenting

Q40 Complete the following sentences:

1. In MS Word the Enter key Pressed to start a new ……………… While the ……………… Key is used to Deletes the character to the left of the insertion point.

2. In MS PowerPoint, for the slide show to be repeated from beginning to end automatically go to ……………… Then ……………… Then ………………

3. In MS Excel one always starts a formula by typing ………………, and when you are finished typing the formula Press ………………

Q41 Complete the table:

File Type	Paint	PowerPoint	Web page
Program			
File Extension	.pdf		.dwg

Q42 Name the hardware device(s) or software program(s) used for the following jobs:

1. To connect two or more networks.   2. Creating a free Email account.   3. To save Data without hard drives

Q43 Show the data flow in a computer system on a diagram.

Q44 In MS PowerPoint, there are several options that you can choose to add to your animations. What are these options?

Q45 What are the types of each of the following hardware devices:

1) Ports   2) Mouse   3) Motherboard   4) Projector   5) ROM

Q46 Write the full name of the following acronyms:

1. URL   2. Modem   3. ISP

Q47 Write the following formula in an MS Excel form:

$$y = \frac{1 - cos^{-1}|x - 1|}{2\,e^{\,x-1}}$$

Q48 List in sequence versions of Microsoft office group programs.

Q49 Name the hardware device(s) used for the following jobs:

1. To record a video into a computer.
2. Watching at a text by a computer.
3. Listening to sounds from a computer

Q50 What programs associated with the following file extensions:

1) .bmp   2) .wav   3) .mpeg   4) .dwg   5) .xls

Q51

Complete the following sentences:

1. Hardware is the .... and .... equipment that makes up a computer.

2. .... shows the .... in a larger view on a wall or a reflector to audiences.

Q52 What are the types of each of the following hardware devices:

1) BD   2) Scanner   3) Plotter   4) Optical Drive   5) Speakers

Q53 Show the Secondary memory (storage) devices of computer on a diagram.

Q54

Complete the following sentences:

1. Monitor presents output information in the form of .... or .... on the screen.

2. CPU processes data transferred from .... and returns the results it calculates back to the ....

Q55

Differentiate between: Modem and Router

Q56

Name the hardware device(s) or software program(s) used for the following jobs:

1. For document writing

2. To create a free email account.

3. To record voices as input to computer.

Q57

Complete the table:

Icon				
File Type				
Program				
File Extension				

Q58

Write the full name of the following acronyms:

1. HTML   2. URL   3. Modem   4. ISP

Q59

Name the hardware device(s) or software program(s) used for the following jobs:

1. For mathematical operations.

2. To join a home or business network (LAN) to the Internet (WAN).

3. To remove a virus from the computer.

4. To transfer a photograph from paper to computer.

Q60

List in sequence versions of Microsoft Windows Operating system.

Q61 Complete the table:

Icon				
File Type				
Program				
File Extension				

Q62 Write the full name of the following acronyms:

1. ADSL   2. URL   3. Wi-Fi   4. LAN

Q63

Complete the following sentences:

1. Software can be divided into three big categories: .... and ....

2. Software is stored on storage devices in a special container called ....

Q64

Complete the following sentences:

1. Data and information can be in the form of ...., ... and ....

2. Windows .... released after Windows XP, then followed by Windows ....

Q65 Name the hardware device(s) or software program(s) used for the following jobs:

1. To generate a digital representation of an image.

2. To save Data and information without hard drives.

3. To record voices as input to computer.

Q66 Write the full name of the following acronyms:

1) WAN   2) ADSL   3) WI-FI   4) PB

Q67 What are the types of each of the following hardware devices:

1) BD   2) Scanner   3) Projector   4) Optical Drive   5) Speakers

Q68 Differentiate between: Windows OS and Mac OS

Q69 What are the uses of computer networks?

Q70

Complete the following sentences:

1. Monitor presents output information in the form of ……………………… …………………… or ……………………………… on the screen.

2. The file extension helps ……………………………… like Windows, determine ………………

3. In MS Word the Enter key Pressed to ……………………………, While the delete Key is used to Delete the character to right of the ………………………………

Q71 Name the program and explain the use of each of the following buttons:

6)   7)   8)   9) Delay: 10)

Q72 Differentiate between: Server and Client

Q73 Differentiate between: Virus and Spyware

Q74

Complete the following sentences:

1. .... is a software classified under the category of .... used for Apple mobile devices.

2. Windows .... released after Windows VISTA, then followed by Windows ....

Q75

Complete the following sentences:

1. The file extension helps ...., like Windows, determine ....

2. Data is represented with the help of ...., ..., or ....

Q76

Complete the following sentences:

1. .... is a standardized naming for addressing documents accessible on Internet.

2. There are four main types of domain names: ...., ...

Q77

Complete the following sentences:

1. Executable file extension, means that when clicked, they do something all by themselves, like .... or ....

2. Keyboard is the input device that allows the user to type ...., ... and ....

Q78

Complete the following sentences:

1. iOS is a software classified under the category of .... used for .... devices.

2. Windows .... released after Windows XP, then followed by Windows ....

Q79

Complete the following sentences:

1. The file extension helps ...., like Windows, determine ....

2. In MS Word to change page margins go to: .... then ...., then ....

Q80

Complete the following sentences:

1. .... is the first page which appears on the screen as soon as you open a website.

2. Use of a modem requires communications software, which performs several functions, among them: ....