

Computer Skills

Typical Questions:

Q1/ Complete these Abbreviations: (with typical answers)

CPU=

RAM=

OS =

I/O =

BIOS =

Q2/A- Apply the followings by computer:

The Garden Company

All roses arrive with at least 8 viable buds, and are guaranteed for six months with proper care full care and feeding instructions are included with every plant.

- 1- Set Font **Arial**, size **14** and **bold**
- 2- **page border** for your document
- 3- **line spacing** of a paragraph; (1.5)
- 4- Change the selected text to **UPPERCASE**.
- 5- **Save** it a Folder under your name



B – Match A to B:

A	B
Computer	the digits from (0) to (9)
Hardware	It is measured by MHz (Mega Hertz).
Input Devices	is an information processing machine used in different departments and organizations
We mean by decimal	this group consists of devices that enable the computer to receive (insert) data.
CPU	physical components in the computer system

Q3/ Answer the following:

- 1- **Convert the whole decimal number (109)10 to Binary**
- 2- **What is the meaning forward the following shortcuts?**
 - Ctrl + N =*
 - Ctrl + V =*
 - Ctrl + B =*
 - Ctrl + Z =*
 - F1 =*
 - F2 =*

3- **Write about Memory**