 Student name :…………………………….

Student Grade:……………………………

Revision Class work lesson 5, 6

Answer all questions and perform a fast practical practice on the computer

Lesson 5 :

1. Draw a small drawing demonstrating a parent folder and subfolder in the file system?
2. The folder in the computer looks like a……………………folder and has a small……………….. To give a clue on what may be inside it.
3. List the two types of file icons? what do these icons look like? What happens when they are clicked?

1-

2-

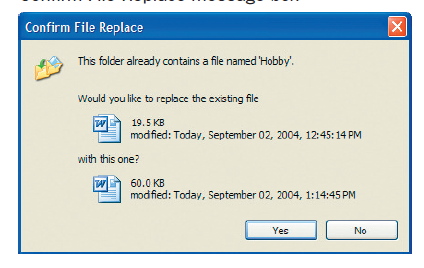
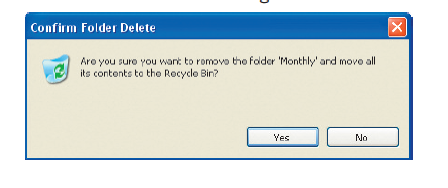
1. What was the file-naming convention in DOS or older versions of Windows?.................. give any example on a accepted file name……………………?
2. What is a 8.3 alias? What could go wrong after 8.3 alias is created?
3. Create any folder then created a folder inside that folder?
4. Describe three ways to rename a folder or file?
5. Describe three ways to delete a folder or file?
6. Describe three ways to restore a folder or file from the recycle bin?
7. How do we select adjacent files? How do we select non adjacent files?
8. State what move and copy means then Fill in the following table (give three ways to move a file and copy a file)

Copy:

Move:

|  |  |  |
| --- | --- | --- |
| Action | Source folder | Destination folder |
| Copy | 1- | 1- |
|  | 2- | 2- |
|  | 3- | 3- |
| Move | 1- | 1- |
|  | 2- | 2- |
|  | 3- | 3- |

1. When do these messages appear?

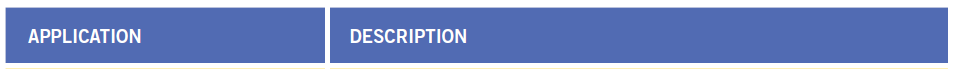


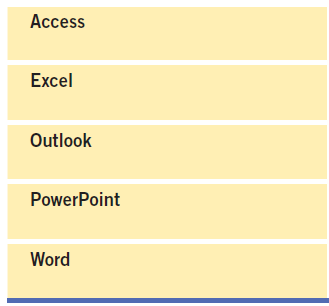
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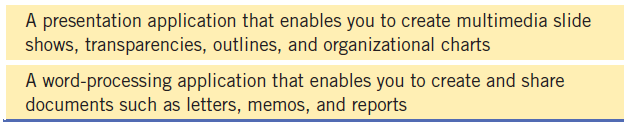
1. What is disk cleanup? Make a print screen of all related message boxes explained in book?
2. What is disk defragmentation? Make a print screen of all related message boxes explained in book?
3. What is a fragmented file?

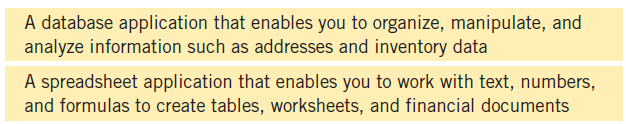
Lesson 6:

1. Match every application with its description

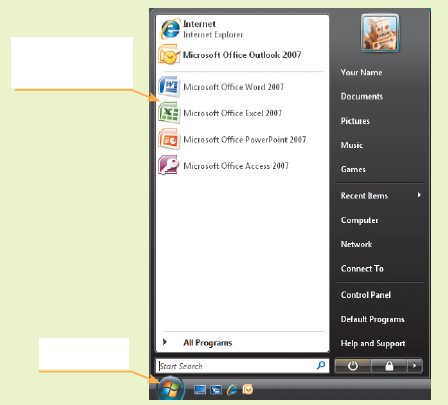








1. Fill in the boxes with one of these two words(frequently used programs, start button)



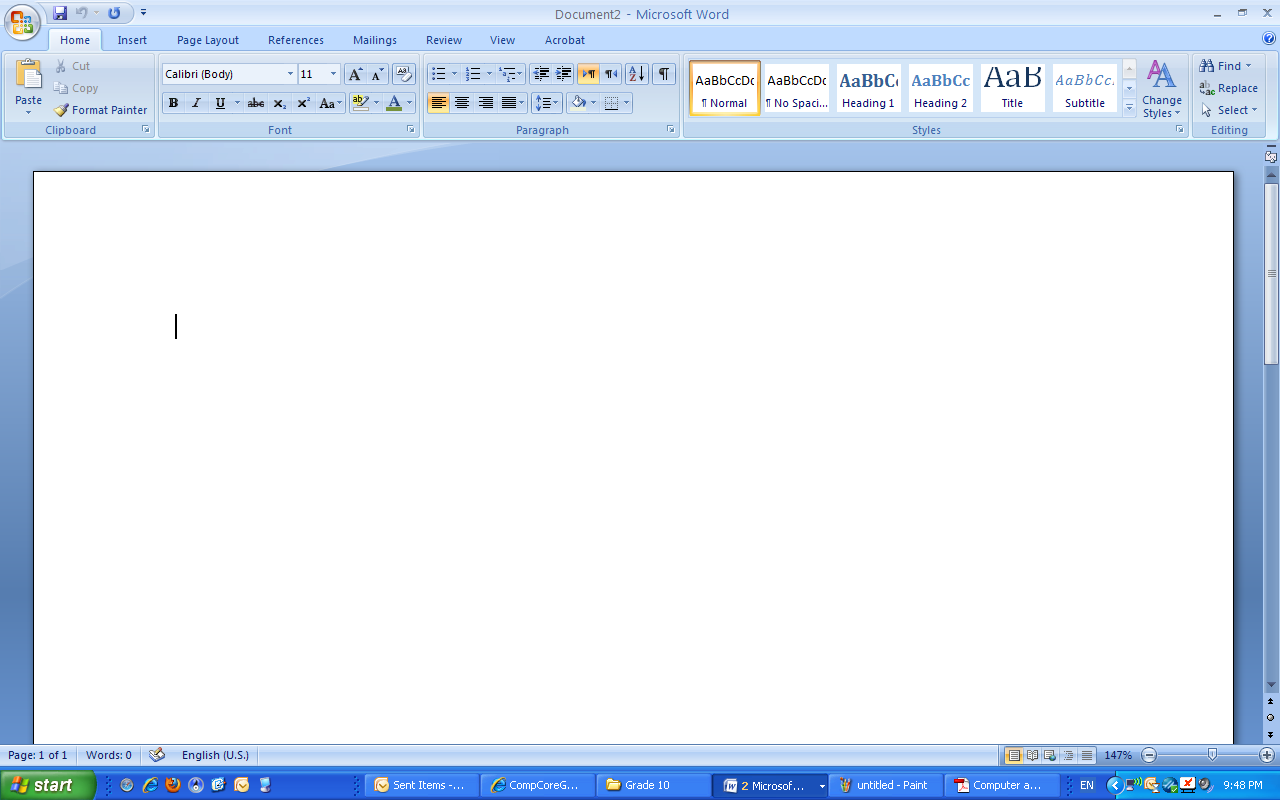
1. What is the definition of :

Application window:

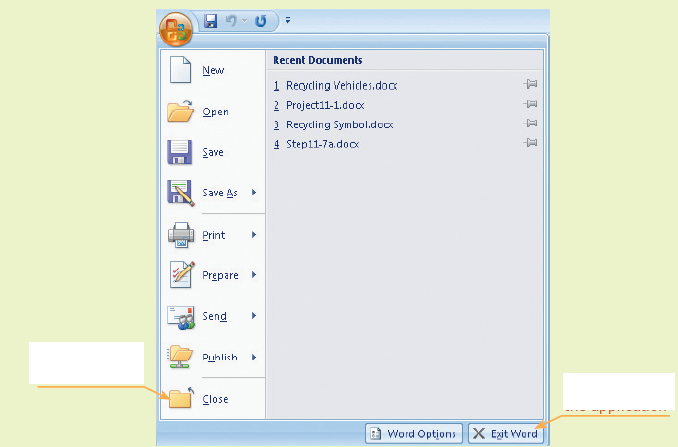
Document window:

4-Find the following in the below picture

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title bar | Ribbon | Status bar | Office button | Quick access toolbar | Scroll box | Scroll up arrow | Scroll down arrow | Vertical scroll bar |
| Customize quick access toolbar button | Insertion point | Tabs | Word count | Program buttons | Application window | Document window | Restore button | Minimize button |
| Close button | Dialogue box launcher | Help button |  |  |  |  |  |  |

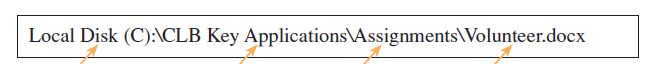


1. If I place my pointer on a tool in a ribbon what appears? What is its function?
2. What does the dialogue box launcher do? Draw the button
3. How can I minimize the ribbon? What does that mean? Why would I want to?
4. How can I add and remove commands from the quick access toolbar? What is the name of the button? Describe the steps?
5. What opens the following window?(fill in the boxes with close document and close application)



1. What is a path? What is a file extension? What does a file extension tell the computer?

What are the arrows pointing at (give appropriate words?



Path:

Extension:

1. List all problems that may happen when we open a file? How can we solve them?
2. What does save do? What does save as do with regard to the file name, location and type?
3. How much characters are allowed for a file path? Are spaces and special characters allowed? Which characters are not allowed?
4. Open print and see your options? Explain what you can do with all three options? Open the print dialogue box and describe what you find?
5. Match the words with their correct place









1. What is the definition of the following words

I-beam:

File compatability: