Lesson 5 Answers :

1. Parent

(Sub ) Child+ Parent Child

Parent

1. Manila , Image
2. 1-Document File (Looks like minture window or version of program ) opens application.

2- Application File looks like ( a small piece of paper or super imposed graphic ) opens application.

1. 8.3 - enas.doc
2. A short file name for a long file name (files may get lost ).
3. (right click – new ) or (file – new folder ) click folder – again repeat ereatig a folder.
4. Select – file – rename **|** Select – right click – rename **|** Select – F2 .
5. Select- file – delete **|** Select – right click – delete **|** Delete from Keyboard.
6. Double click file – restore **|** Right click – restore **|** File – restore .
7. Adjacent files : Click-shift-click | Non adjacent files : Click-ctrl-click.
8. Copy : create a duplicate of a file in a different location (folder).

Move : completely move a file from one location to another.

|  |  |  |
| --- | --- | --- |
| Action | Source folder | Destination |
| copy | 1. Edit-copy | 1. Edit-paste |
|  | 1. Rightclick-copy | 1. rightclick-paste |
|  | 1. Ctrl+c | 3-Ctrl + v |
| Move | 1. Edit - cut | 1-Edit-paste |
|  | 1. Rightclick - cut | 2-rightclick-paste |
|  | 1. Ctrl + x | 3-Ctrl + v |

1. A. When I delete a file or folder \ b. When I move or save a file .
2. Disk cleanup: cleans the computer of unnecessary files .
3. Disk Defragmentation : recorganizes the computer Hard Disk to make it work more efficiently or faster.
4. Fragmented File : a file that is stored in more than one location on the file.

Lesson 6 Answers :

1. Access : A database ….

Excel : A spreadsheet ….

Outlook : An e-mail ….

PowerPoint : A presentation ….

Word : A word-processing ….

1. Excel : Frequently used programs .

Start : Start button .

1. Screen tip (gives info about a tool ).
2. Opens a dialogue box .
3. 1- Double click on the tab **|** 2- It will disappear unless I click on the tab **|** 3- To maximize the appearens of the Document window .
4. Customize quick access toolbar 🡪 more commands 🡪Double click on command to deld to the Showed commands 🡪 ok.

To remove we follow the same steps .

1. The office button – Click to close the document – click to exit the application.
2. Hard disk – folder-folder-filename .

Path: the route the operating system use to locate the file (location + filename ) .

Extension : identifies the file type and the programs .

1. 1- compatibility problem (different version \ aerating system ) with some effort you can open these file .
2. Save : in same location same type with same file name .

Save as : can change the location, the type , and the file name.

1. 255 \ yes \ / :\*?<>|
2. You can open a print dialogue box, or print immediately or make a print preview

The print dialogue box will give you many options for printing