

# **Final Net Revision**

## **Second Term**

2015 - 2016

**First Preparatory**





**1<sup>st</sup> Preparatory  
Computer  
(Language Section)**





## Questions

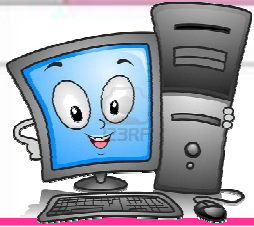
### Question 1: complete the following: (2007/2008)

( save - print – title bar - copy - format )

- 1) The name of the opened file appeared on .....
- 2) You can format the paragraph from ..... Menu.
- 3) To save the file we use .....icon.
- 4) To copy a paragraph we use .....copy.
- 5) We can print the file using .....order.

### Question 2: choose the correct answer : (2007/2008)

- 1) The  tool is used to align the text to the .....  
(Right – left – on the center)
- 2) To select the paragraph we click on the paragraph .....  
(one click – double click – triple click)
- 3) The  tool is used to .....the file.  
(print – store – open )
- 4) To move a word from place to another inside the document we select it  
then select .....(copy –cut - paste )
- 5) After selecting copy or cut we must select ....( insert - paste - save )



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Computer  
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

**Question 3: put (✓) or (✗) (2007/2008)**

- 1) We can change font size and the font type in word program. ( )
- 2) The U tool is used to italic the text. ( )
- 3) When pressing **End** key the cursor will move to the beginning of the page. ( )
- 4) We can't add a border to the word page. ( )
- 5) To open the properties of the page click on File menu then page setup. ( )

**Question 4: match column (A) with column (B) (2007/2008)**

A

B


- |  |  |
|--|--|
| 1) To italic the text                      | a)  |
| 2) To align the text to the left           | b)  |
| 3) To underline the text                   | c)  |
| 4) To copy the format                      | d)  |
| 5) To preview the document before printing | e)  |
|  | f)  |



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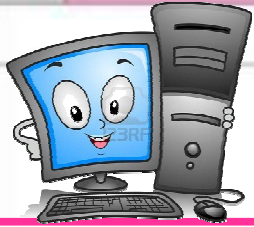


**Question 5: choose the correct answer: (2008/2009)**

- 1) ..... Is one of the main screen component for word application  
(Ruler – document – taskbar)
- 2) Viewing the page as print planning is called .....  
(Normal view – web layout – print layout)
- 3) The tool  is used for .....  
(Justify – center – change font)
- 4) To save the document we use .....  
(Save – open – new)
- 5) To make borders or framing for the page we use the menu of .....  
(Format – edit – file)

**Question 6: complete the spaces: (2008/2009)**


- 1) The tool U make ..... Under the selected text.
- 2) To add picture into the document we use the menu of .....
- 3) To select sentence we press the left button of mouse with pressing the key of .....
- 4) To insert table into document we use the menu of .....
- 5) To print the document we use .....from file menu.



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




**Question 7: put (✓) or (✗): (2008/2009)**

- 1)  Is used to page preview before printing. ( )
- 2) *I* is used to italic the text ( )
- 3) To replace word in document we use “Replace” option. ( )
- 4) “page up” button is used to move one page down ( )
- 5) We cannot change the font size in word application. ( )

**Question 8: match column (A) with column (B) (2008/2009)**

A

B

- |                                 |  |
|---------------------------------|--|
| 1) Is used to copy format       | a)   |
| 2) Is used to change font color | b)  |
| 3) Is used to print document    | c)  |
| 4) Is used to insert table      | d)  |
| 5) Is used to center the text   | e)  |
|                                 | f)  |

**Question 9: complete the following (2009/2010)**

(Document window~justify~print preview –find – font size)

- 1) ..... used for searching a word inside the document.
- 2) .....is used to page preview before printing.
- 3) .....contain different font sizes.
- 4) .....a place which is used in typing.
- 5) .....align the text with both the left and right margins by adding extra spaces between words.



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**Question 10: put (✓) or (✗): (2009/2010)**

- 1) Data may be pictures or text or number or symbols. ( )
- 2) The cell is the intersection between row and column. ( )
- 3) There is only one attributes for writing which is italic only. ( )
- 4) There is only one place for deleting file. ( )

**Question 11 choose the correct answer: (2009/2010)**

- 1) To delete a character or letter in front of the cursor .....  
(delete –backspace - End)
- 2) To numbered a list you can use .....( bullets – numbers – characters )
- 3) To print a document ..... ( copy - print preview –print )
- 4) The default line spacing is .....( single – 1.5 lines – double )
- 5) To cancel the last action you have done click on .....( forward –undo - redo)

**Question 12 choose the correct answer: (2010/2011)**

- 1) We use (backspace –delete – end) to delete a letter behind the cursor.
- 2) We use (save as – copy – delete) to save the document.
- 3) We choose (close –save- exit) from file menu to close MS-word program.
- 4) We insert auto shapes from (insert – view – file) menu.
- 5) To open new document we can select new from (new-file-table) menu.



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Computer  
(Language Section)**



**Question 13: put (✓ or ✗): (2010/2011):**

- 1) We select a word by left double click mouse ( )
- 2) We insert a table from insert menu and choosing a table. ( )
- 3) We can use borders for the page and we can't for the paragraph. ( )
- 4) We can change the direction of the page before printing. ( )
- 5) We can insert a new column with in a table has been created. ( )

**Question 14: complete the following (2010/2011)**

(WordArt – New – Format Painter – Insert – Help – Open )

- 1) We choose .....to identify MS-word program properties and it's option.
- 2) You can make the text on the image of a curve or a multi colors or shadow under the text by using .....
- 3) We can transfer formats through an icon in tools bar called .....
- 4) We add a picture from .....menu then choosing picture.
- 5) We choose ..... to open a file saved in a previous time from file menu.

**Question 15: choose the correct answer: (2011/2012)**

- 1) The bar at the top of the window where the symbol, program name and the name of the opened document is (Formatting – status – Title).
- 2) We open (File – Edit – Insert) menu to put a picture in the document.
- 3) Icon alignment of the center are in ( formatting – status – title ) bar
- 4) We select the text then choose icon ( U - *I* - **B** ).
- 5) We choose new from (View – File- Table) menu to open a new document.
- 6) We press icon (print – view- print preview ) to show the page before printing .



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**Question 16:**

Mention four types of data that can be entered in a word program (2011/2012)

- 1) .....
- 2) .....
- 3) .....
- 4) .....

**Question 17 Match (2011/2012):**

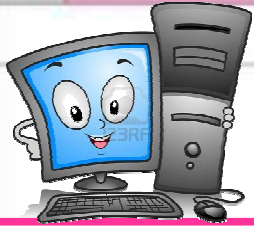
A

B

- |             |  |
|-------------|--|
| 1) Replace  | a) To return the last action you did               |
| 2) Find     | b) To make the text italic                         |
| 3) Undo     | c) To exchange the selected text with another text |
| 4) <i>I</i> | d) To re-executing commands that you have made.    |
| 5) Redo     | e) To search for text within a document            |

**Question 18: put (✓) or (✗): (2011/2012):**

- 1) We must first open the software in order to create a new document.( )
- 2) We can view the page more than one way. ( )
- 3) The table is inserted into page document from the View Menu. ( )
- 4) We open the File menu and choose Exit to close the program. ( )
- 5) After finishing writing the document we can't format it. ( )



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## Answers

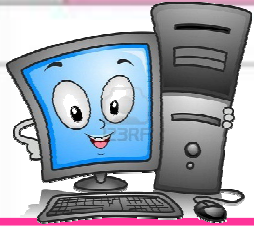
Question 1: complete the following: (2007/2008)

( save - print – title bar - copy - format )

- 1) The name of the opened file appeared on title bar
- 2) You can format the paragraph from Format Menu.
- 3) To save the file we use save icon.
- 4) To copy a paragraph we use copy order.
- 5) We can print the file using print order.

Question 2: choose the correct answer : (2007/2008)

- 1) The  tool is used to align the text to the .....  
(Right – left – on the center)
- 2) To select the paragraph we click on the paragraph .....  
(one click – double click – triple click)
- 3) The  tool is used to .....the file.  
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

## Question 3: put (✓) or (✗) (2007/2008)

- 1) We can change font size and the font type in word program. (✓)
- 2) The U tool is used to italic the text. (✗)
- 3) When pressing **End** key the cursor will move to the beginning of the page. (✗)
- 4) We can't add a border to the word page. (✗)
- 5) To open the properties of the page click on File menu then page setup. (✓)

## Question 4: match column (A) with column (B) (2007/2008)

A

B

- |  |  |
|--|--|
| 1) To italic the text                      | a)  |
| 2) To align the text to the left           | b)  |
| 3) To underline the text                   | c)  |
| 4) To copy the format                      | d)  |
| 5) To preview the document before printing | e)  |
|  | f)  |


( 1 ~ **E** ) ( 2 ~ **D** ) ( 3 ~ **A** ) ( 4 ~ **F** ) ( 5 ~ **C** )



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## Question 5: choose the correct answer: (2008/2009)

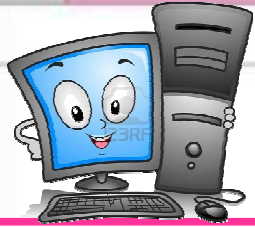
- 1) ..... Is one of the main screen component for word application  
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(**Justify** – center – change font)
- 4) To save the document we use .....  
(**Save** – open – new)
- 5) To make borders or framing for the page we use the menu of .....  
(**Format** – edit – file)

## Question 6: complete the spaces: (2008/2009)

- 1) The tool U make **Line** Under the selected text.
- 2) To add picture into the document we use the menu of **insert**
- 3) To select sentence we press the left button of mouse with pressing the key of **Ctrl**.
- 4) To insert table into document we use the menu of **table**.
- 5) To print the document we use **print** from file menu.

## Question 7: put (✓) or (✗): (2008/2009)

- 1)  Is used to page preview before printing. (✗)
- 2) *I* is used to italic the text (✓)
- 3) To replace word in document we use “Replace” option. (✓)
- 4) “page up” button is used to move one page down (✗)
- 5) We cannot change the font size in word application. (✗)









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Question 8: match column (A) with column (B) (2008/2009)

A

B

- |   |                              |    |   |
|---|------------------------------|----|---|
| 1 | Is used to copy format       | a) |  |
| 2 | Is used to change font color | b) |  |
| 3 | Is used to print document    | c) |  |
| 4 | Is used to insert table      | d) |  |
| 5 | Is used to center the text   | e) |  |
|   |                              | f) |  |

( 1 ~ D ) ( 2 ~ A ) ( 3 ~ E ) ( 4 ~ B ) ( 5 ~ C )

Question 9: complete the following (2009/2010)

(Document window~justify~print preview –find – font size)

- 1) Find used for searching a word inside the document.
- 2) Print preview is used to page preview before printing.
- 3) Font sizes contain different font sizes.
- 4) Document window a place which is used in typing.
- 5) Justify align the text with both the left and right margins by adding extra spaces between words.



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## Question 10: put (✓) or (✗): (2009/2010)

- 1) Data may be pictures or text or number or symbols. (✓)
- 2) The cell is the intersection between row and column. (✓)
- 3) There is only one attributes for writing which is italic only. (✗)
- 4) There is only one place for deleting file. (✓)

## Question 11 choose the correct answer: (2009/2010)

- 1) To delete a character or letter in front of the cursor ...  
(delete –backspace - End)
- 2) To numbered a list you can use .....( bullets – numbers – characters )
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- 5) To cancel the last action you have done click on .....( forward –undo - redo)

## Question 12 choose the correct answer: (2010/2011)

- 1) We use (backspace –delete – end) to delete a letter behind the cursor.
- 2) We use (save as – copy – delete) to save the document.
- 3) We choose (close –save- exit) from file menu to close MS-word program.
- 4) We insert auto shapes from (insert – view – file) menu.
- 5) To open new document we can select new from (new-file-table) menu.



# 1<sup>st</sup> Preparatory Computer (Language Section)



**Question 13: put (✓) or (✗): (2010/2011):**

- 1) We select a word by left double click mouse ( ✓ )
- 2) We insert a table from insert menu and choosing a table. ( ✗ )
- 3) We can use borders for the page and we can't for the paragraph. ( ✗ )
- 4) We can change the direction of the page before printing. ( ✓ )
- 5) We can insert a new column with in a table has been created. ( ✓ )

**Question 14: complete the following (2010/2011)**

(WordArt – New – Format Painter – Insert – Help – Open)

- 1) We choose **Help** to identify MS-word program properties and it's option.
- 2) You can make the text on the image of a curve or a multi colors or shadow under the text by using **WordArt**
- 3) We can transfer formats through an icon in tools bar called **Format Painter**
- 4) We add a picture from **Insert** menu then choosing picture.
- 5) We choose **Open** to open a file saved in a previous time from file menu.

**Question 15 choose the correct answer: (2011/2012)**

- 1) The bar at the top of the window where the symbol, program name and the name of the opened document is (Formatting – status – **Title**).
- 2) We open (File – Edit – **Insert**) menu to put a picture in the document.
- 3) Icon alignment of the center are in ( **formatting** – status – title ) bar
- 4) We select the text then choose icon ( **U** - **I** - **B** ) to make text bold and heavy.
- 5) We choose new from (View – **File**~ Table) menu to open a new document.
- 6) We press icon (print – view- **print preview**) to show the page before printing.



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**Computer**  
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Question 16: mention four types of data that can be entered in a word program (2011/2012)

- 1) Text
- 2) Numbers
- 3) Pictures
- 4) Symbols

Question 17 : Match (2011/2012):

- | A           | B  |
|-------------|--|
| 1) Replace  | a) To return the last action you did               |
| 2) Find     | b) To make the text italic                         |
| 3) Undo     | c) To exchange the selected text with another text |
| 4) <i>I</i> | d) To re-executing commands that you have made.    |
| 5) Redo     | e) To search for text within a document            |

( 1 - C ) ( 2 - E ) ( 3 - A ) ( 4 - B ) ( 5 - D )

Question 18: put (✓) or (✗): (2011/2012):

- 1) We must first **open** the software in order to create a new document..( ✓ )
- 2) We can view the page more than one way. ( ✓ )
- 3) The table is inserted into page document from the View Menu. ( ✗ )
- 4) We open the File menu and choose Exit to close the program. ( ✓ )
- 5) After finishing writing the document we can't format it. ( ✗ )



# **Answers of School Model Exams**



# 1<sup>st</sup> Preparatory Computer (Language Section)



## Model Exam (1)

### Question 1 : Put ( ✓ ) or ( ✗ ) :

- 1) Formatting text programs help in writing and formatting text and correcting mistakes. (     )
- 2) Standard toolbar contains a group of commands represented as symbols. (     )
- 3) A word can be selected by mouse double left click. (     )
- 4) Backspace is used to remove a letter forward to the pointer. (     )
- 5) A saved file can be reopened. (     )

### Question 2: Choose the correct answer :

- 1) We open (File – Edit – Insert) menu to put a picture in the document.
- 2) Icon alignment of the center are in ( formatting – status – title ) bar
- 3) We select the text then choose icon ( U - I - B ) to make text bold and heavy.
- 4) We choose new from (View – File- Table) menu to open a new document.
- 5) We choose (close –save- exit) from file menu to close MS-word program.

### Question 3 : Complete : ( Save – title bar – copy – format – insert )






- 1) The name of the opened file appeared on .....
- 2) You can format the paragraph from ..... Menu.
- 3) To save the file we use .....icon.
- 4) To copy a paragraph we use .....order.
- 5) We add a picture from .....menu then choosing picture.

### Question 4 : Match :

A

- 1) Is used to copy format
- 2) Is used to change font color
- 3) Is used to insert table
- 4) Is used to center the text
- 5) To underline the text

B

- a) 
- b) 
- c) 
- d) 
- e) 



# 1<sup>st</sup> Preparatory Computer (Language Section)



## Model Answer Exam (1)

### Question 1 : Put ( ✓ ) or ( ✗ ) :

- 1) Formatting text programs help in writing and formatting text and correcting mistakes. ( ✓ )
- 2) Standard toolbar contains a group of commands represented as symbols. ( ✓ )
- 3) A word can be selected by mouse double left click. ( ✓ )
- 4) Backspace is used to remove a letter forward to the pointer. ( ✗ )
- 5) A saved file can be reopened. ( ✓ )

### Question 2 : Choose the correct answer :

- 1) We open (File – Edit – Insert) menu to put a picture in the document.
- 2) Icon alignment of the center are in ( formatting – status – title ) bar
- 6) We select the text then choose icon ( U - I - B ) to make text bold and heavy.
- 3) We choose new from (View – File - Table) menu to open a new document.
- 4) We choose (close –save- exit) from file menu to close MS-word program.

### Question 3 : Choose the correct answer : ( Save – title bar – copy – format – insert )

- 1) The name of the opened file appeared on title bar
- 5) You can format the paragraph from format Menu.
- 6) To save the file we use Save icon.
- 7) To copy a paragraph we use copy order.
- 8) We add a picture from insert menu then choosing picture.

### Question 4 : Match :

A

B

1) Is used to copy format



2) Is used to change font color



3) Is used to insert table



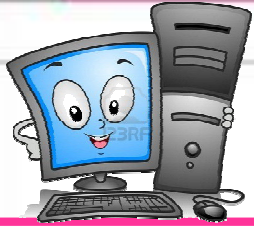
4) Is used to center the text



5) To underline the text



( 1 - D ) ( 2 - A ) ( 3 - B ) ( 4 - E ) ( 5 - C )




# 1<sup>st</sup> Preparatory Computer (Language Section)



## Model Exam (2)

### Question 1 : Put ( ✓ ) or ( ✕ ) :

- 1)  Is used to page preview before printing. (     )
- 2) *I* is used to italic the text (     )
- 3) “page up” button is used to move one page down. (     )
- 4) We cannot change the font size in word application. (     )
- 5) The cell is the intersection between row and column. (     )

### Question 2 : Choose the correct answer :

- 1) We use (backspace –delete – end) to delete a letter behind the cursor.
- 2) We use (save– copy – delete) to save the document.
- 3) We choose (close –save- exit) from file menu to close MS-word program.
- 4) We insert auto shapes from (insert – view – file) menu.
- 5) To open new document we can select new from (new –file -table) menu.

### Question 3 : Complete : ( WordArt – New – Copy – Format Painter – Insert - Open )

- 1) You can make the text on the image of a curve or a multi colors or shadow under the text by using .....
- 2) We can transfer formats through an icon in tools bar called .....
- 3) We add a picture from .....menu then choosing picture.
- 4) We choose .....to open a file saved in a previous time from file menu.
- 5) To .....a paragraph we use copy order.

### Question 4 : Match :

A

B

- |  |                                      |
|--|--------------------------------------|
| 1) We choose from “Format Menu “ to insert numbers | a) Wrapped text                      |
| 2) One of “word “ advantages is                    | b) Formatting bar                    |
| 3) One of the opening screen components            | c) To return the last action you did |
| 4) Undo  | d) Bullets and Numbering             |
| 5) <i>I</i>  | e) To make the text italic           |



# 1<sup>st</sup> Preparatory Computer (Language Section)



## Model Answer Exam (2)

Question 1 : Put ( ✓ ) or ( ✕ ) :

- 1) Is used to page preview before printing. ( ✕ )
- 2) *I* is used to italic the text ( ✓ )
- 3) “page up” button is used to move one page down. ( ✕ )
- 4) We cannot change the font size in word application. ( ✕ )
- 5) The cell is the intersection between row and column. ( ✓ )

Question 2 : Choose the correct answer :

- 1) We use (backspace –delete – end) to delete a letter behind the cursor.
- 2) We use (save– copy – delete) to save the document.
- 3) We choose (close –save- exit) from file menu to close MS-word program.
- 4) We insert auto shapes from (insert – view – file) menu.
- 5) To open new document we can select new from (new-file-table) menu.

Question 3 : Complete : ( WordArt – New – Copy – Format Painter – Insert - Open )

- 1) You can make the text on the image of a curve or a multi colors or shadow under the text by using WordArt
- 2) We can transfer formats through an icon in tools bar called Format Painter
- 3) We add a picture from Insert menu then choosing picture.
- 4) We choose Open to open a file saved in a previous time from file menu.
- 5) To copy a paragraph we use copy order.

Question 4 : Match :

A

B

- |  |                                      |
|--|--------------------------------------|
| 1) We choose from “Format Menu “ to insert numbers | a) Wrapped text                      |
| 2) One of “word “ advantages is                    | b) Formatting bar                    |
| 3) One of the opening screen components            | c) To return the last action you did |
| 4) Undo  | d) Bullets and Numbering             |
| 5) <i>I</i>  | e) To make the text italic           |

( 1 - D ) ( 2 - A ) ( 3 - B ) ( 4 - C ) ( 5 - E )



**1<sup>st</sup> Preparatory  
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# **AI-AZHAR Model Exams**



# 1<sup>st</sup> Preparatory Computer (Language Section)



AL-AZHAR AL-SHARIF  
HELWAN ZONE

First year exam , prep. stage 1431/1432 – 2010/2011

Second term

Computer

Time : 2 hours

Answer the following questions :-

(1) Choose the correct answer from the brackets :-

[ 5 marks ]

- 1 - We use ( Back space – Delete – End ) to delete a letter behind the cursor .
- 2 - We use ( Save as – Copy – Delete ) to save the document .
- 3 - We choose ( Close – Save – Exit ) from file menu to close MS-word program .
- 4 - We insert Auto shapes from ( Insert – View – File ) menu .
- 5 - To open new document we can select New from ( New – File – Table ) menu .

(2) Put (√) or (×) :-

[ 2.5 marks ]

- 1 - We select award by left double click mouse . ( )
- 2 - We insert a table from insert menu and choosing a table . ( )
- 3 - We can use borders for the page and we can't for the paragraph . ( )
- 4 - We can change the direction of the page before printing . ( )
- 5 - We can insert a new column with in a table has been created . ( )

(3) Complete using the suitable word :-

[ 2.5 marks ]

( Word Art – New – Format Painter – Insert – Help – Open )

- 1 - We choose ..... to identify MS-word program properties and it's option .
- 2 - You can make the text on the image of a curve or a multi colors or shadow under the text by using .....
- 3 - We can transfer formats through an icon in tools bar called .....
- 4 - We add a picture from ..... menu then choosing picture .
- 5 - We choose ..... to open a file saved in a previous time from file menu .

أسئلة المتخلفين عن الفصل الدراسي الأول

[ 10 marks ]

– Choose the correct answer

- 1 - Computer are varied but the most expensive one is ( PC – Mackintosh – Mainframe – Lab ) .
- 2 - The output and input unit at the same time is ( Mouse – Scanner – Touch screen – Printer ) .
- 3 - GB equals ( 1024 MB – 1024 B – 1000 KB – 1024 KB ) .
- 4 - We refer to world wide web by ( HTML – WWW – URL – Google ) .
- 5 - Electronic-mail is called ( Post – mail – E-mail ) .



# 1<sup>st</sup> Preparatory Computer (Language Section)



## Model Answer Exam 2010 ~ 2011

Question 1 : Choose the correct answer

- 1) Backspace
- 2) Save as
- 3) Exit
- 4) Insert
- 5) File

Question 2 : Put ( ✓ ) or ( ✕ ):

- 1) ( ✓ )
- 2) ( ✕ )
- 3) ( ✕ )
- 4) ( ✓ )
- 5) ( ✓ )

Question 3 : Complete :

- 1) Help
- 2) WordArt
- 3) Format painter
- 4) Insert
- 5) Open



# 1<sup>st</sup> Preparatory Computer (Language Section)



AL-AZHAR AL-SHARIF  
SOUTH CAIRO ZONE

First year exam , prep. stage 1434/1435 – 2013/2014

Second term

Computer

Time : 2 hours

Answer the following questions :-

(1) Put ( √ ) or ( × ) :-

[ 5 marks ]

1- Formatting Text program helps in writing the text , formatting it and correcting the mistakes .

( )

2- Standard Tool Bar contains a group of commands in a form of symbols .

( )

3- A word can be selected by right mouse double click .

( )

4- Backspace key is used to delete a letter in front of the pointer .

( )

5- You can reopen a file saved before .

( )

(2) Complete the following sentences using the words from the list :-

[ 2.5 marks ]

( WordArt – Format Painter – New – Open – Help – Insert )

1- You can move formats by an icon in the Standard Tool Bar called .....

2- To know the available possibilities in the Formatting Text program , you use .....

3- To add an Image , you choose ..... Menu then choose Picture .

4- You can make the text in a form of a curve or put a shadow for the text by using .....

5- You can open a file saved before from File Menu then choose the command .....

(3) Read and match :-

[ 2.5 marks ]

1- To make the text bold, you choose

a- Undo

2- To cancel the last action you have done, you choose

b- B

3- To do the action you have done once again, you choose

c- U

4- To underline a word , you choose

d- Insert

5- To use special symbols , you open the Menu of

e- Redo

" Questions for first term "

- Choose the correct answer :-

[ 10 marks ]

1- There are many kinds of computers but the most expensive one is ( PC – Laptop – Mainframe ) .

2- One of output units is ( Mouse – Printer – Touch screen ) .

3- Megabyte – ( 1024 Byte – 1024 Gigabyte – 1024 Kilobyte ) .

4- The World Wide Web is symbolized by ( Google – WWW – URL ) .

5- The electronic mail is called ( Post – Mail – E-mail ) .



# 1<sup>st</sup> Preparatory Computer (Language Section)



## Model Answer Exam 2013 ~ 2014

Question 1 : Put ( ✓ ) or ( ✕ ):

- 1) ( ✓ )
- 2) ( ✓ )
- 3) ( ✕ )
- 4) ( ✕ )
- 5) ( ✓ )

Question 2 : Complete

- 1) Format painter
- 2) Help
- 3) Insert
- 4) WordArt
- 5) Open

Question 3 : Read and Match :

( 1 ~ B ) ( 2 ~ A ) ( 3 ~ E ) ( 4 ~ C ) ( 5 ~ D )



# 1<sup>st</sup> Preparatory Computer (Language Section)



الأزهر الشريف  
الإدارة المركزية لمنطقة القاهرة الأزهرية

امتحان النقل من الصف الأول الإعدادي (لغات) للعام الدراسي ١٤٣٥/١٤٣٦ هـ - ٢٠١٤/٢٠١٥ م  
الفصل الدراسي الثاني الحاسب الآلي الزمن: ساعة ونصف



## Q1 : complete the sentences with appropriate word

من السؤال الأول إلى الرابع درجتان ونصف لكل سؤال


(Format - Insert - Copy - view - Save as - Open)

- 1- We can open old document by .....
- 2- To copy text we can use .....
- 3- To add a picture we can use ..... menu
- 4- We can format font and paragraphs by use ..... menu
- 5- To save a file we can use .....





## Q2 : choose the correct Answer between bracts

- 1- This icon  used in text ..... alignment (right - left - center)
- 2- Before any text format must be ..... (select text - unselect text - all)
- 3- This icon  used in ..... (print - save - open)
- 4- Ms-Word is one of ..... programs (word processing - spread sheets - drawing)
- 5- We must be used ..... after using copy or cut (insert - past - save)

## Q3 : Put ( √ ) or ( X )

1. Standard tools bar contain some of order as icons ( )
2. We can't format data in table ( )
3.  this icon used to copy format ( )
4. We can format a text without selecting ( )
5. To add word art we use format menu ( )

## Q4 : Match from group (A) with group (B)

A		B	
1	To change font color	1	Cut
2	To Italic the text	2	Enter
3	To copy the format from text to other	3	
4	To save document	4	
5	To move the text from place to other	5	
		6	

## Question for students retarded : complete the sentences with appropriate word

- 1- Mouse is one of ..... units
- 2- Printer is one of ..... units
- 3- Information is result of ..... Processing
- 4- The bar in button desktop called ..... bar
- 5- ..... is one of computer system

عشر درجات

Good luck



# 1<sup>st</sup> Preparatory Computer (Language Section)



## Model Answer Exam 2014 ~ 2015

### Question 1 Complete

- 1) Open
- 2) Copy
- 3) Insert
- 4) Format
- 5) Save as

### Question 2 : Choose

- 1) Center
- 2) Select text
- 3) Save
- 4) Word processing
- 5) paste

### Question 3 : Put ( ✓ ) or ( ✕ ):

- 1) ✓
- 2) ✕
- 3) ✓
- 4) ✕
- 5) ✕

### Question 4 : Read and Match :

( 1 ~ 3 ) ( 2 ~ 4 ) ( 3 ~ 6 ) ( 4 ~ 5 ) ( 5 ~ 1 )