

A collage of icons representing global technology and business. The icons include: a globe with a laptop screen behind it; a globe with a recycling symbol (three arrows) on it; a globe with a circuit board on it; a globe with a magnifying glass over it; a globe with a dollar bill on it; and a globe with a lightbulb on it. The background is white with a blue and yellow curved border on the right side.



1. Re-arrange the following steps which show the stages of loading the Operating System:

- 1) Make a copy of the operating system and put it in "RAM" ()
- 2) Check the computer hardware and its validity. ()
- 3) Press "Power" button. ()
- 4) The Operating System loads and the "Desktop" appear. ()

2. Correct the underlined in the following sentences:

- 1) The **Traditional Computer** works on the battery. (.....)
- 2) To turn the computer on, press the **Monitor** button. (.....)
- 3) To turn the computer off safely select **Restart** from the window that will appear. (.....)
- 4) To open start menu, **Right** click on start. (.....)
- 5) We can turn the computer off safely by pressing **Ctrl** +F4 buttons in the keyboard. (.....)

3. Complete the following sentences from the brackets:

(Graphical Operating Environment – battery – Power button – Start – Case)

- 1) Laptop works by which needs to be charged from one time to another.
- 2) "Turn off computer" is in Menu.
- 3) From the advantages of "Windows" Operating System is
- 4) The "Power" button is in
- 5) Has no fixed location in the computer, but it differs from a device to another.





4. Choose:

- 1) To open the Computer, you should press the (Monitor – System Unit) button.
- 2) To open the Monitor you should press (Monitor – System Unit) button.
- 3) “Turn Off Computer” is in the (Power button – Start) menu.
- 4) To operate the computer, you should make sure of (The set is plugged – The Operating System is available – both)
- 5) To turn off the computer select (Restart – Turn Off) from the dialogue box.

5. Put (√) or (×):

- 1) The shape and location of the "Power" button doesn't differ from a computer to another. ()
- 2) The computer can be turned off safely by pressing the "Power" button. ()
- 3) Laptop works by the battery. ()
- 4) There is no difference between the computer before and after operation. ()
- 5) There is only one way for turning the computer off safely. ()

6. Complete the following sentences from the brackets:

(Taskbar – Icons – File – My Documents – OK – Recycle Bin)

- 1) The objects which are on the desktop, are named
- 2) The deleted files go to
- 3) The date and time appear on
- 4) Is used for saving the important file and accessing them easily.
- 5) The button is used for executing the orders.

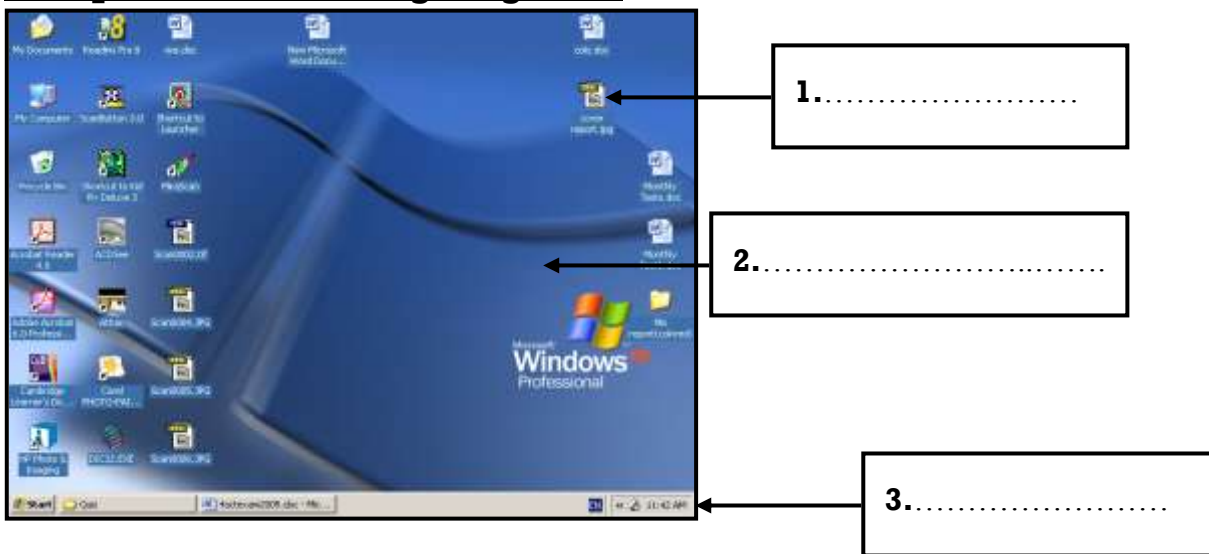




7. Put (✓) or (×):

- 1) There is only one method for opening any icons on the desktop. ()
- 2) "Paint" icon is of the main icons. ()
- 3) The icons with the same types can be arranged beside each other's by "Type". ()
- 4) The importance of the desktop icons is due to the fastness and easiness in using them. ()
- 5) The desktop icons can't be re-arranged again. ()

8. Complete the following diagram :



9. Match:

- | | |
|--|-------------------------|
| 1) Saves documents | () My Computer |
| 2) Deals with hardware and software | () My Documents |
| 3) Displays Internet site | () Recycle Bin |
| 4) Includes deleted files | () My Network Places |
| 5) Controls the computers in a network | () Internet Explorer |





10. Complete the following sentences from the brackets:

(My Documents – Manual – Shortcut – Auto Arrange – Double click – Right click)

- 1) When right clicking on a free space on the desktop themenu appears.
- 2) We can open any of the desktop icons byor
- 3) To make the icons arrangement unchangeable, selectfrom "Arrange Icons by".
- 4)Is of the desktop main icons.
- 5) To arrange the icons as a triangle, we usemethod.

11. Re-arrange the following steps to change the Screen Saver:

- () Press on Screen Saver tab and select your Screen Saver
- () Select Properties from the Shortcut Menu
- () Select OK
- () Press Right Click on the free space of the Desktop

12. Put (√) or (×):

- 1) The number of the icons on the desktop differs from a computer to another. ()
- 2) "My Computer" window is the first to appear after loading the Operating System. ()
- 3) The image on the desktop can't be changed. ()
- 4) From the functions of the desktop is organizing the work and reaching what we want easily. ()
- 5) The deleted files can't be restored after being moved to the Recycle Bin. ()
- 6) There is no difference between the window icons and the icons we create. ()





13. Give the suitable term for the following sentences from the brackets:

(Taskbar – Desktop – My Computer – Icons – Screen Saver)

- 1) Helps in performing the tasks quickly and by which we can know date and time. (.....)
- 2) The first thing to appear after loading the Operating System window. (.....)
- 3) One of the desktop icons by which we can deal with the computer hardware. (.....)
- 4) Protects the screen when we stop working on it temporarily. (.....)
- 5) From the components of the desktop and it has a type (main and secondary). (.....)

14. Match:

(A)		(B)	
1	Name	A	Arranges by date from the older to the most recent.
2	Size	B	Arranges icons alphabetically.
3	Type	C	Arranges according to the icons size in the memory.
4	Modified	D	Make the icons of the same types beside each other's.

(1,.....) (2,) (3,) (4,)

15. Arrange the following steps which express the arrangement of the icons in unchangeable way:

1. Select "Arrange Icons by" from the shortcut menu. ()
2. Right click on a free space on the desktop. ()
3. Select "Auto Arrange" which stops moving the icons manually. ()





16. Complete the following sentences:

- 1) The icons of the desktop can be arrangedOr
- 2) To arrange the icons according to the date of their modification select
- 3) To open "My Computer" icon press
- 4)arrange the icons that can't be arrange manually.

17. Re-arrange the steps for changing the "Start Menu into Classic Start Menu":

- () Select "Start "tab menu from Properties window
- () Click "OK"
- () Select "Properties" from the Shortcut Menu
- () Right Click on the free space on the Taskbar
- () Select "Classic Start Menu"

18. Complete the following sentences from the brackets:

(Display the active programs in the memory – Group similar taskbar buttons – Tab – Antivirus – Close)

- 1) When the icon √ beside theProperty is chosen, the similar windows are grouped in one button on the taskbar.
- 2) We can alternate within the open windows by pressing Alt +in the keyboard.
- 3)is of the function of Taskbar.
- 4)Is of the programs in the memory.
- 5) The window can be closed from the Taskbar by choosing





19. Put (✓) or (×):

- 1) The windows button disappears from the taskbar upon closing the window. ()
- 2) We can open the "Calculator" program from the "Start" menu. ()
- 3) "Lock the Taskbar" property doesn't allow you to move the taskbar. ()
- 4) It isn't possible to close the similar programs in one button at one time. ()
- 5) The deleted files can be restored by the Taskbar. ()

20. Put (✓) or (×):

- 1) The shape of the button of the window when the window is open is different from its shape when it is minimized. ()
- 2) It isn't possible to minimize or maximize the window by the use of the keyboard. ()
- 3) The Operating System windows are standard windows with one base. ()
- 4) The window icon appears in the title bar on the right beside the control button. ()
- 5) The name of the window appears on the toolbar. ()
- 6) We can close the window by pressing Alt+F4 in the keyboard. ()

21. Complete the following sentences from the brackets:

(Title – F4 – Restore Down – Maximize – Restore Down – Task)

- 1) To close the window from the keyboard, press Alt +
- 2) The Control Button appears in theBar.
- 3) The Program Icon appears in theBar.
- 4) We can Restore the window size which covers the screen completely by
- 5) The buttonand have the same location in the Control Button.





22. Complete the following sentences from between brackets:

(Control Panel – Creating files – Battery –Double click – Date and Time – Start)

- 1) The importance of setting the date and time in windows is to know the date and time of
- 2) You can open the "Date and Time properties" by opening themenu, then select
- 3) The computer save the current time and date by a memory which works with
- 4) You can open the date and time window byon the clock icon on the taskbar.
- 5) To set the hour, minute and second clicktab above the window.

23. Put (√) or (X):

- 1) The importance of the Date and Time setting is to know the date and time of creating files. ()
- 2) (GMT + 02:00) means that the time at this place is two hours more than Cairo timing. ()
- 3) The "Date and Time" properties are opened by right click on the clock on the Taskbar. ()
- 4) You can know the current date and time from the "Control Panel". ()
- 5) You can set the day date from "Time Zone". ()
- 6) The calculation of the date and time stops as long as the computer is shutdown. ()





24. Complete the following sentences from between brackets:

(Control Panel – Date – Country – Time – Date and Time)

- 1) To control the date format, openTab.
- 2) To modify the time, selectIcon from the control widow.
- 3) When pointing by the mouse pointer to the clock on the taskbar,
.....appears.
- 4) To change all the measures and types of numbers, currency, date and time,
change
- 5) The regional options can be accessed fromWindow.

25. Put (✓) or (X):

- 1) The forms of date, time, numbers and currencies are not influenced by changing the country or area. ()
- 2) To get "Regional Option" window, double click on the clock on the Taskbar. ()
- 3) To change the date, time, number and currency settings, you should install a new version of the windows operating system. ()
- 4) The listed "Calendar Type" window is in the "Date" tab. ()
- 5) The date and time format can be controlled but it isn't possible to control the way of the numbers display. ()





26. Complete the following sentences:

1) To open any icon in "My Computer" window, this will be by:

A.

B.

2) This icon  CD-RW Drive (E:) indicates to

3) The windows of the windows operating system are similar in
.....and

4) When connecting "Flash Memory" to the computer, the icon of this media will
appear inwindow.

27. Correct the underlined in the following:

1)The capacity of the floppy disk is 6.4 Megabyte. (.....)


2)CD is the biggest storage capacity. (.....)

3)1 Megabyte = 2000 Kilobytes. (.....)

4)1 Kilobyte = 8 bits. (.....)

28. Put (✓) or (X):

1)From "My Computer" window, we can open any program from the hard disk or
CD. ()

2)The icon  3½ Floppy (A:) is name CD drive. ()

3)From " My Computer" window, we can know which of the storage media has
the biggest size. ()

4)Any icon in "My Computer" widow can be opened through the shortcut menu.
()



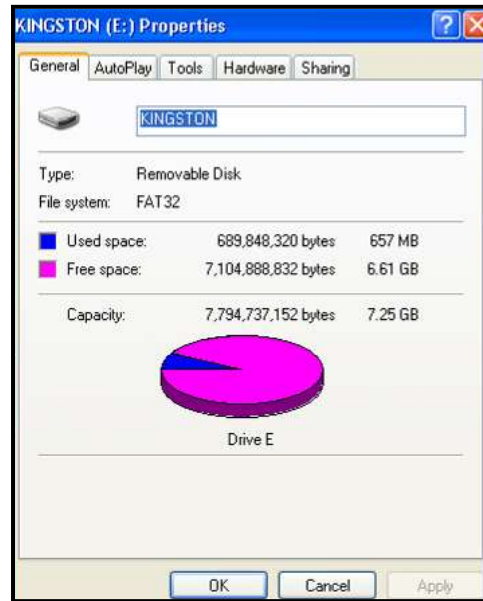


29. Complete:

1) The Free Space in (E) is

2) The Total Space (Capacity) of the disk is

3) The Used Space is



30. Complete the following sentences from between brackets:

(Right Click – Open – New – Files – Folders - File)

1) To open a file or folder, double click on it or select From the shortcut menu.

2) The folder contains,

3) The file or folder shortcut menu appears at

4) Is a location which contains related data.

5) To create a new folder, select "Folder" from Menu.

31. What is the type of view?



.....



.....

Name	Size	Type	Date Modified
booklet		File Folder	11/06/2012 04:47 م
Computer 6th primary		File Folder	06/06/2012 02:20 م
input		File Folder	11/06/2012 03:09 م
New Folder		File Folder	10/04/2012 11:56 ص
New Folder (2)		File Folder	10/04/2012 11:59 ص
RECYCLER		File Folder	22/02/2012 12:36 م

Size: 8.43 KB
Files: images.jpeg

.....





32. Match:

(A)		(B)	
1	Tiles	A	For getting additional data.
2	Details	B	For displaying the images and video files without opening the files.
3	List	C	Small icons and the spaces between them are small.
4	Icons	D	Icons with the name of the file on right.
5	Thumbnails	E	Less size than "Icons" and are displayed vertically.

(1,.....) (2,) (3,) (4,) (5,)

33. Put (✓) or (X):

- 1) It is preferred that the name of file or folder should express its contents. ()
- 2) The folder is as a container which contains files and secondary folders. ()
- 3) The file has one form only. ()
- 4) To change the folder name, select "Name" from the shortcut menu. ()
- 5) The folder has a main role in organizing the files in the computer and accessing them easily. ()

34. Re-arrange the steps to create a new folder named "Computer":

- () Select "Folder"
- () Press Enter
- () Right click on the free space of the desktop
- () Select "New"
- () Type "Computer"





35. Complete the following sentences from between brackets:

- 1)..... View is used to know the biggest sized file.
- 2) We can get the different methods of the display from Menu.
- 3)..... allows changing icons view in many ways.





36. Complete the following sentences from between brackets:

(Shortcut menu – Auto Arrange – Capacity measurement – Size - Type)

- 1)..... Arrangement is the best way for knowing the number of the text files in the window.
- 2) Arrange Icons By will make it possible to know the size of the image files in the window.
- 3) We change view of displaying icons from "View" menu or by.....
- 4) The various sizes of the files can be differentiated by.....
- 5) To arrange the icons without using the manual method select from the shortcut menu of "Arrange Icons By"

37. Complete the following sentences from between brackets:

(Copy - Paste – Cut – Keyboard – Ctrl – deleted - RAM)

- 1) The file can be deleted by pressing "Delete" button in
- 2) To select separated files and folders in the same window, use.....button.
- 3) When clicking on  the file will be
- 4) When copying a file, the windows will store it in
- 5) When clicking  icon from the window Tool Bar the selected file will be
- 6) The icon  indicates to And this icon  indicates to





38. The methods for getting different bases of display are:

1)

2)

39. Put (✓) or (X):

1) When selecting "Paste" from "Edit" menu, the previously stored names and path of the files will be pasted. ()

2) To delete the file select it and press the "Delete" button in the keyboard. ()

3) When deleting a file by using "Delete" it will not be possible to restore it. ()

4) When using "Cut", the original files will not leave its original location unless after pasting them in another location. ()

5) To select approximated files, use "Shift" button from the keyboard with the mouse. ()

40. Match

(A)		(B)	
1	Ctrl + X	A	Copy
2	Ctrl + C	B	Paste
3	Ctrl + V	C	Cut

(1,.....) (2,) (3,)





Model One

A. Put (✓) or (×):





1. The computer should be turned off safely. ()
2. "Copy" is used in moving the files from a location to another on the computer. ()
3. From the advantages of windows operating system that it has a graphical environment. ()
4. The icons of the desktop can't be re-arranged again. ()
5. To get the shortcut menu, double click on the desktop. ()

B. Complete the following sentences from the brackets:

(Laptop – Title – Turn off Computer – Double click – menus – Taskbar)

1. To turn off the computer safely, select From "Start" menu.
2. works depending on the battery for saving the electricity.
3. You can open "My Computer" window byon its icon on the desktop.
4. There are control buttons in the window in the Bar.
5. From the main contents of the desktop.....

C. Match:

(A)		(B)	
1		A	The window restores its size.
2		B	To minimize the window on the taskbar.
3		C	Close the window.
4		D	Maximize the window.

(1,.....) (2,) (3,) (4,)





Model Two

A. Put (✓) or (×):

1. Hard disk is the fastest storage media. ()
2. To select a set of approximated files, use "Ctrl". ()
3. From the functions of the taskbar is the easiness of moving between the open programs and windows. ()
4. The importance of setting the date and time is for checking the date and time of the files creation. ()
5. There is no difference between CD and DVD. ()

B. Complete the following sentences from the brackets:

(Zero – Type – Space – Rename – Arrange Icon By)

1. From the examples of the special symbols
2. To rename the file or folder, selectfrom the shortcut menu.
3. To arrange the icons of the desktop, select.....From the shortcut menu.
4. The dates are stored in the computer in the form of (One,).
5. arrangement is used to make the files of the same types approximated.

C. Arrange the following steps for restarting the computer:

1. Select "Turn off Computer". ()
2. Click "Restart". ()
3. Click "Start" to open the menu. ()





Model Three

A. Put (✓) or (×):

1. All the computers have the same number of icons on the desktop. ()
2. The type of the icons display in the window can be changed from "View" menu. ()
3. "Byte" is of the units for measuring the storage capacity and it equals (6) bits. ()
4. The place of the "Power" button doesn't differ from a computer to another. ()
5. All the windows in the Windows Operating System has title bar. ()

B. Complete the following sentences from the brackets:

(Regional and Language Options – Folder – X – C – Taskbar – Clipboard – Copy)

1. is a storage container which contains files and folders.
2. Press "Ctrl +" buttons to copy a file.
3. To control the format on numbers, date and time select
..... Icon from the Control Panel.
4. It is possible to check the time and current date by
5. When we make a copy of a file, it moves to in Windows.

C. Arrange the following steps for changing the desktop background:

1. Select the desired image from the "Background" menu. ()
2. Click "OK". ()
3. Open the shortcut menu by right click on the desktop. ()
4. Preview the background in the preview area. ()
5. Choose properties then select "Desktop" tab from the "properties" window. ()





**AL-AZHAR AL-SHARIF
SOUTH CAIRO ZONE**

Fourth year exam, prim. stage 1433/1434 – 2012/2013

First term

Computer

Time : 1½ hours

Answer the following questions :-

[each question 2.5 marks]

1- put (√) or (×) :-

- 1- We point out the size of the file by right click on the mouse then choose Properties .
- 2- By the right mouse click on a space then choosing " new " then " folder " to create new folder .
- 3- My Computer icon must be dragged to open it .
- 4- You can copy and move files from one place to another .
- 5- It is possible to close the window by pressing ALT + F4 on your keyboard .

2- Choose the correct answer between brackets :-

- 1- (File – Folder – icon) contains a group of files and other folders .
- 2- My computer icon is opened by (drag – double click – deleted) .
- 3- (Start – Control Panel – Desktop) is a component of taskbar .
- 4- (My Documents – Recycle Bin – My Network Places) contains deleted files .
- 5- MB equals (100 – 1024 – 1000) KB .

3- put the right word in the suitable place :-

(Turn off – Save – Date and Time – Minimize – My Documents)

- 1) is the order that you save your documents .
- 2) contains the files that were saved as a default .
- 3) is used to close computer .
- 4) is used to adjust date and time .
- 5) We use to small the view of window .

4- Rearrange the following steps to create (Folder) :-

- 1- Choosing (new) from the list .
- 2- Replacing (New folder) by any other name .
- 3- Pressing Right click on Desktop space .
- 4- Choosing (folder) .
- 5- (New folder) has been created .





AL-AZHAR AL-SHARIF
SOUTH CAIRO ZONE

Fourth year exam, prim. stage 1434/1435 – 2013/2014



First term

Computer

Time : 1½ hour

Answer the following questions :-

[Each question 2.5 marks]

Question 1 : Put (√) or (×) :-

- 1- Hard disk is the fastest storage unit . ()
- 2- Using Ctrl to select a group of files . ()
- 3- One of the taskbar's functions is easy moving among windows and opened programs . ()
- 4- The importance of setting date and time to know the date and time of creation of files . ()
- 5- There is no difference between (CD) and (DVD) . ()


Question 2 : Rearrange the following steps to change the desktop background :-

- 1- Select the image from the list background .
- 2- Press OK .
- 3- Open the shortcut menu by right click mouse on the desktop .
- 4- Preview background in the preview area .
- 5- Select Properties and then choose tab (Desktop) from the top of the Properties window .

Question 3 : Match :-

(A)

(B)

- | | |
|--|---|
| 1- Hard disk | a- close window . |
| 2- CD | b- capacity 1.44 MB and more suspect able to be damaged . |
| 3- Floppy disk | c- small-sized and less than the speed of the hard disk and it's storage is various . |
| 4- Flash memory | d- the fastest storage units . |
| 5-  | e- less in the speed of the hard disk and a common capacity is 700 MB . |

Question 4 : Complete the following sentences :-

(Laptop - Title - Turn Off Computer - Dual pressure - Menus - Taskbar - File)

- 1- We choose from the Start menu to close the computer in a safe manner .
- 2- works depending on the battery to save the electricity .
- 3- We can open "My Computer" by icon on the desktop .
- 4- The control buttons in the window in the bar .
- 5- is one of the basic components of the desktop .





AL-AZHAR AL-SHARIF
SOUTH CAIRO ZONE

Fourth year exam , prim . stage 1435/1436 – 2014/2015

First term

Computer

Time : 1½ hour

Answer the following questions :-

[Each question 2.5 marks]

(1) Put (√) or (×) :-

- 1- On/off button is fixed in one certain place in all computers. ()
- 2- The computer works without electricity . ()
- 3- Task Bar is the bar which is below the operating system. ()
- 4- Date & Time are one of the components of Task Bar. ()
- 5- Trust in all websites is one of the negative effects of the Internet. . ()

(2) Rearrange the steps of creating a folder named " Games":-

- 1- We press Enter.
- 2- We choose the command "Folder" from the Sub Menu.
- 3-We choose the command "New." from the shortcut Menu.
- 4- We stand in an empty place then we use mouse right click.
- 5- We write the name we want(games).

(3) Choose the correct answer:-

- 1- When the memory of the computer is (large–medium– small),it can store more data,
- 2- (Copy – Cut – Rename -Paste) is used to move a file or folder.
- 3- (Tool Box – Desktop – Folder) is a place to save file.
- 4- The name of the window is found in (Address Bar - Menu Bar – Status Bar).
- 5-When we move the Task Bar , we use the (right – left) button of the mouse.

(4) Complete the following sentences using the words given:-

(Start – Recycle Bin– Mute – Date – Hard Disk)

- 1- To make the sound silent in the Task Bar, we pressin the speaker symbol.
- 2- To control the format of date, we open the tab
- 3- is the main storage space in the computer .
- 4- The deleted files are put in
- 5- The command " turn off computer " is in the Menu.





الأزهر الشريف
الإدارة المركزية لمنطقة القاهرة الأزهرية

امتحان النقل من الصف الرابع الابتدائي (لغات) للعام الدراسي ١٤٣٦/١٤٣٧ هـ - ٢٠١٥/٢٠١٦ م
الفصل الدراسي الأول الحاسب الآلي الزمن:- ساعة ونصف

Q1 : complete the sentences with appropriate word

درجتان ونصف لكل سؤال

(Folder – Name or size – Hard desk – Name and Icon – Copy)

- 1- as a storage media.
- 2- We can duplicate a file using
- 3- Title bar have a
- 4- have a lot of files.
- 5- We can sort a files and folders according

Q2 : choose the correct Answer between bracts

- 1- One gigabyte equal (1024 Megabyte – 1024 Kilobyte – 1024 Byte)
- 2- The appear when you stopped to use computer
(Screen Saver – Background – Icons)
- 3- The order that use to delete folder (Cut – Copy – Delete)
- 4- Open program names appear in
(Desktop background – Task bar – start button)
- 5- Flash Memory is a storage media (Unmovable – Movable – Compact)

Q3 : Put (√) or (X)

- 1- Computer can be display without electricity ()
- 2- Operating system can running various program as Paint & WordPad ()
- 3- The bar in desktop named tools bar ()
- 4- To move folder from place to other use Cut ()
- 5- We can rearrange the icons in desktop according name only ()

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

A		B	
1	To display a computer press	1	Delete
2	Title bar contain	2	Contains a files
3	Folders	3	As a storage media
4	Hard desk	4	Power button
5	To remove file	5	Title and the icon
		6	Cut





"Questions Answers"

1. Re-arrange the following steps which show the stages of loading the Operating System:

- 1) Make a copy of the operating system and put it in "RAM" (3)
- 2) Check the computer hardware and its validity. (2)
- 3) Press "Power" button. (1)
- 4) The Operating System loads and the "Desktop" appear. (4)

2. Correct the underlined in the following sentences:

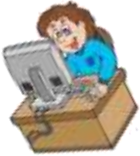
- 1) The Traditional Computer works on the battery. (Laptop)
- 2) To turn the computer on, press the Monitor button. (Power)
- 3) To turn the computer off safely select Restart from the window that will appear.
(Turn Off)
- 4) To open start menu, Right click on start. (Left)
- 5) We can turn the computer off safely by pressing Ctrl +F4 buttons in the
keyboard. (Alt)

3. Complete the following sentences from the brackets:

(Graphical Operating Environment – battery – Power button – Start – Case)

- 1) Laptop works by battery which needs to be charged from one time to another.
- 2) "Turn Off Computer" is in Start Menu.
- 3) From the advantages of "Windows" operating system is Graphical Operating Environment.
- 4) The "Power" button is in Case.
- 5) Power button has no fixed location in the computer, but it differs from a device to another.





4. Choose:

- 1) To open the Computer, you should press the (Monitor – **System Unit**) button.
- 2) To open the Monitor you should press (**Monitor** – System Unit) button.
- 3) "Turn Off Computer" is in the (power button – **Start**) menu.
- 4) To operate the computer, you should make sure of (The set is plugged – The Operating System is available – **both**)
- 5) To turn off the computer select (Restart – **Turn Off**) from the dialogue box.

5. Put (✓) or (×):

- 1) The shape and location of the "Power" button doesn't differ from a computer to another. (×)
- 2) The computer can be turned off safely by pressing the "Power" button. (×)
- 3) Laptop works by the battery. (✓)
- 4) There is no difference between the computer before and after operation. (×)
- 5) There is only one way for turning the computer off safely. (×)

6. Complete the following sentences from the brackets:

(Taskbar – Icons- File – My Documents – OK – Recycle Bin)

- 1) The objects which are on the desktop are named **Icons**.
- 2) The deleted files go to **Recycle Bin**.
- 3) The Date and Time appear on **Taskbar**.
- 4) **My Documents** Is used for saving the important file and accessing them easily.
- 5) The button **OK** is used for executing the orders.





7. Put (✓) or (×):

- 1) There is only one method for opening any icons on the desktop. (×)
- 2) "Paint" icon is of the main icons. (×)
- 3) The icons with the same types can be arranged beside each other's by "Type". (✓)
- 4) The importance of the desktop icons is due to the fastness and easiness in using them. (✓)
- 5) The desktop icons can't be re-arranged again. (×)

8. Complete the following diagram :



1. Icon

2. Desktop Background

3. Taskbar

9. Match:

- | | |
|--|-------------------------|
| 1) Saves documents | (2) My Computer |
| 2) Deals with hardware and software | (1) My Documents |
| 3) Display Internet site | (4) Recycle Bin |
| 4) Includes deleted files | (5) My Network Places |
| 5) Controls the computers in a network | (3) Internet Explorer |





10. Complete the following sentences from the brackets:

(My Documents – Manual – Shortcut – Auto Arrange – Double click – Right click)

- 1) When right clicking on a free space on the desktop the **Shortcut** menu appears.
- 2) We can open any of the desktop icons by **Double click** or **Right click**.
- 3) To make the icons arrangement unchangeable, select **Auto Arrange** from "Arrange Icons by".
- 4) **My Documents** is of the desktop main icons.
- 5) To arrange the icons as a triangle, we use **Manual** method.

11. Re-arrange the following steps to change the Screen Saver:

- (3) Press on Screen Saver tab and select your Screen Saver.
- (2) Select Properties from the shortcut menu.
- (4) Select OK.
- (1) Press Right Click on the free space of the Desktop.

12. Put (√) or (×):

- 1) The number of the icons on the desktop differs from a computer to another. (√)
- 2) "My Computer" window is the first to appear after loading the Operating System. (×)
- 3) The image on the desktop can't be changed. (×)
- 4) From the functions of the desktop is organizing the work and reaching what we want easily. (√)
- 5) The deleted files can't be restored after being moved to the Recycle Bin. (×)
- 6) There is no difference between the window icons and the icons we create. (×)





13. Give the suitable term for the following sentences from the brackets:

(Taskbar – Desktop – My Computer – Icons – Screen Saver)

- 1) Helps in performing the tasks quickly and by which we can know Date and Time. **(Taskbar)**
- 2) The first thing to appear after loading the Operating System window. **(Desktop)**
- 3) One of the desktop icons by which we can deal with the computer hardware. **(My Computer)**
- 4) Protects the screen when we stop working on it temporarily. **(Screen Saver)**
- 5) From the components of the desktop and it has a type (main and secondary). **(Icons)**

14. Match:

(A)		(B)	
1	Name	A	Arranges by date from the older to the most recent.
2	Size	B	Arranges icons alphabetically.
3	Type	C	Arranges according to the icons size in the memory.
4	Modified	D	Make the icons of the same types beside each other's.

(1, B) (2, C) (3, D) (4, A)

15. Arrange the following steps which express the arrangement of the icons in unchangeable way:

1. Select "Arrange Icons by" from the shortcut menu. (2)
2. Right click on a free space on the desktop. (1)
3. Select "Auto Arrange" which stops moving the icons manually. (3)





16. Complete the following sentences:

- 1) The icons of the desktop can be arranged **Manual** Or **Automatic**.
- 2) To arrange the icons according to the date of their modification select **Modified**.
- 3) To open "My Computer" icon press **Double click**.
- 4) **Auto Arrange** arranges the icons that can't be arranged manually.

17. Re-arrange the steps for changing the "Start Menu into Classic Start Menu"

- (3) Select "Start" tab menu from properties window
- (5) Click "OK"
- (2) Select "Properties" from the shortcut menu.
- (1) Right Click on the free space on the Taskbar.
- (4) Select "Classic Start Menu".

18. Complete the following sentences from the brackets:

(Display the active programs in the memory – Group similar taskbar buttons – Tab – Antivirus – Close)

- 1) When the icon ✓ beside the **Group similar taskbar buttons** Property is chosen, the similar windows are grouped in one button on the taskbar.
- 2) We can alternate within the open windows by pressing Alt + **Tab** in the keyboard.
- 3) **Display the active programs in the memory** is of the function of Taskbar.
- 4) **Antivirus** Is of the programs in the memory.
- 5) The window can be closed from the Taskbar by choosing **Close**.





19. Put (√) or (×):

- 1) The windows button disappears from the taskbar upon closing the window. (√)
- 2) We can open the "Calculator" program from the "Start" menu. (√)
- 3) "Lock the Taskbar" property doesn't allow you to move the taskbar. (√)
- 4) It isn't possible to close the similar programs in one button at one time. (×)
- 5) The deleted files can be restored by the Taskbar. (×)

20. Put (√) or (×):

- 1) The shape of the button of the window when the window is open is different from its shape when it is minimized. (√)
- 2) It isn't possible to minimize or maximize the window by the use of the keyboard. (×)
- 3) The Operating System windows are standard windows with one base. (√)
- 4) The window icon appears in the title bar on the right beside the control button. (×)
- 5) The name of the window appears on the toolbar. (×)
- 6) We can close the window by pressing Alt+F4 in the keyboard. (√)

21. Complete the following sentences from the brackets:

(Title – F4 – Restore Down – Maximize – Restore Down – Task)

- 1) To close the window from the keyboard, press Alt + **F4**.
- 2) The Control Button appears in the **Title** Bar.
- 3) The program icon appears in the **Task** Bar.
- 4) We can restore the window size which covers the screen completely by **Restore Down**.
- 5) The button **Maximize** and **Restore Down** have the same location in the Control Button.





22. Complete the following sentences from between brackets:

(Control Panel – Creating files – Battery –Double click – Date and Time – Start)

- 1) The importance of setting the date and time in windows is to know the date and time of **Creating files**.
- 2) You can open the "Date and Time properties" by opening the **Start** menu, then select **Control Panel**.
- 3) The computer save the current time and date by a memory which works with **Battery**.
- 4) You can open the date and time window by **Double click** on the clock icon on the taskbar.
- 5) To set the hour, minute and second click **Date and Time** tab above the window.

23. Put (✓) or (X):

- 1) The importance of the Date and Time setting is to know the date and time of creating files. (✓)
- 2) (GMT + 02:00) means that the time at this place is two hours more than Cairo timing. (×)
- 3) The "Date and Time" properties are opened by right click on the clock on the Taskbar. (×)
- 4) You can know the current date and time from the "Control Panel". (✓)
- 5) You can set the day date from "Time Zone". (×)
- 6) The calculation of the date and time stops as long as the computer is shutdown. (×)





24. Complete the following sentences from between brackets:

(Control Panel – Date – Country – Time – Date and Time)

- 1) To control the date format, open **Date** Tab.
- 2) To modify the time, select **Date and Time** Icon from the control widow.
- 3) When pointing by the mouse pointer to the clock on the taskbar, **Time** appears.
- 4) To change all the measures and types of numbers, currency, date and time, change **Country**.
- 5) The regional options can be accessed from **Control Panel** Window.

25. Put (✓) or (X):

- 1) The forms of date, time, numbers and currencies are not influenced by changing the country or area. (×)
- 2) To get "Regional Option" window, double click on the clock on the Taskbar. (×)
- 3) To change the date, time, number and currency settings, you should install a new version of the windows operating system. (×)
- 4) The listed "Calendar Type" window is in the "Date" tab. (✓)
- 5) The date and time format can be controlled but it isn't possible to control the way of the numbers display. (×)





26. Complete the following sentences:

1) To open any icon in "My Computer" window, this will be by:

A. Double click on the icon.

B. Right Click on the icon and select "Open".

2) This icon  CD-RW Drive (E:) indicates to **CD**.

3) The windows of the windows Operating System are similar in **Title bar** and **Menu bar**.

4) When connecting "Flash Memory" to the computer, the icon of this media will appear in **My Computer** window.

27. Correct the underlined in the following:

1) The capacity of the floppy disk is 6.4 Megabyte. (**1.44 MB**)


2) **CD** is the biggest storage capacity. (**HD "Hard disk"**)

3) 1 Megabyte = **2000** Kilobytes. (**1024**)

4) 1 Kilobyte = **8 bits**. (**1024 bytes**)

28. Put (✓) or (X):

5) From "My Computer" window, we can open any program from the hard disk or CD. (✓)

6) The icon  3 1/2 Floppy (A:) is name CD drive. (✗)

7) From "My Computer" window, we can know which of the storage media has the biggest size. (✓)

8) Any icon in "My Computer" window can be opened through the shortcut menu. (✓)





29. Complete:

1) The Free Space in (E) is

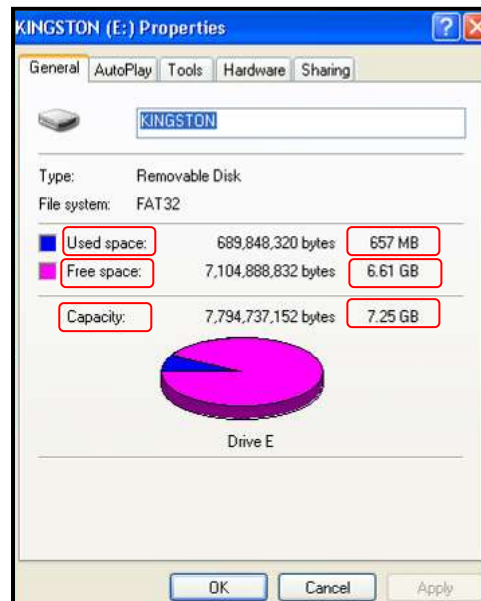
6.61GB

2) The Total Space (Capacity) of the disk is

7.25GB

3) The Used Space is

657MB



30. Complete the following sentences from between brackets:

(Right Click – Open – New – Files – Folders - File)

1) To open a file or folder, double click on it or select **Open** from the shortcut menu.

2) The folder contains **Files, Folders**.

3) The file or folder shortcut menu appears at **Right Click**.

4) **File** Is a location which contains related data.

5) To create a new folder, select "Folder" from **New** Menu.

31. What is the type of view?



Thumbnails



Icons

Name	Size	Type	Date Modified
booklet		File Folder	11/06/2012 04:47 م
Computer 6th primary		File Folder	06/06/2012 02:20 م
input		File Folder	11/06/2012 03:09 م
New Folder		File Folder	10/04/2012 11:56 ص
New Folder (2)	Size: 8.43 KB Files: images.jpeg	File Folder	10/04/2012 11:59 ص
RECYCLER		File Folder	22/02/2012 12:36 م

Details





32. Match:

(A)		(B)	
1	Tiles	A	For getting additional data.
2	Details	B	For displaying the images and video files without opening the files.
3	List	C	Small icons and the spaces between them are small.
4	Icons	D	Icons with the name of the file on right.
5	Thumbnails	E	Less size than "Icons" and are displayed vertically.

(1, D)

(2, A)

(3, E)

(4, C)

(5, B)

33. Put (✓) or (X):

- 1) It is preferred that the name of file or folder should express its contents. (✓)
- 2) The folder is as a container which contains files and secondary folders. (✓)
- 3) The file has one form only. (✗)
- 4) To change the folder name, select "Name" from the shortcut menu. (✗)
- 5) The folder has a main role in organizing the files in the computer and accessing them easily. (✓)

34. Re-arrange the steps to create a new folder named "Computer":

- (3) Select "Folder"
- (5) Press Enter
- (1) Right click on the free space of the desktop
- (2) Select "New"
- (4) Type "Computer"





35. Complete the following sentences from between brackets:

- 1) **Details** View is used to know the biggest sized file.
- 2) We can get the different methods of the display from **View** Menu.
- 3) **Windows** allows changing icons view in many ways.





36. Complete the following sentences from between brackets:

(Shortcut menu – Auto Arrange – Capacity measurement – Size - Type)

- 1) **Type** Arrangement is the best way for knowing the number of the text files in the window.
- 2) Arrange Icons By **Size** will make it possible to know the size of the image files in the window.
- 3) We change view of displaying icons from "View" menu or by **Shortcut menu**.
- 4) The various sizes of the files can be differentiated by **Capacity measurement**.
- 5) To arrange the icons without using the manual method select from the shortcut menu of "Arrange Icons By" **Auto Arrange**.

37. Complete the following sentences from between brackets:

(Copy - Paste – Cut – Keyboard – Ctrl – deleted - RAM)

- 6) The file can be deleted by pressing "Delete" button in **Keyboard**.
- 1) To select separated files and folders in the same window, use **Ctrl** button.
- 2) When clicking on  the file will be **deleted**.
- 3) When copying a file, the windows will store it in **RAM**.
- 4) When clicking  icon from the window Tool Bar the selected file will be **Cut**.
- 5) The icon  indicates to **Copy** and this icon  indicates to **Paste**.





38. The methods for getting different bases of display are:

- 1) **View Menu.**
- 2) **Right Click on a free space.**

39. Put (✓) or (X):

- 1) When selecting "Paste" from "Edit" menu, the previously stored names and path of the files will be pasted. (✓)
- 2) To delete the file select it and press the "Delete" button in the keyboard. (✓)
- 3) When deleting a file by using "Delete" it will not be possible to restore it. (✗)
- 4) When using "Cut", the original files will not leave its original location unless after pasting them in another location. (✓)
- 5) To select approximated files, use "Shift" button from the keyboard with the mouse. (✓)

40. Match

(A)		(B)	
1	Ctrl + X	A	Copy
2	Ctrl + C	B	Paste
3	Ctrl + V	C	Cut

(1, **C**) (2, **A**) (3, **B**)





Model One

A. Put (√) or (×):





1. The computer should be turned off safely. (√)
2. "Copy" is used in moving the files from a location to another on the computer. (×)
3. From the advantages of windows operating system that it has a graphical environment. (√)
4. The icons of the desktop can't be re-arranged again. (×)
5. To get the shortcut menu, double click on the desktop. (×)

B. Complete the following sentences from the brackets:

(Laptop – Title – Turn off Computer – Double click – menus – Taskbar)

1. To turn off the computer safely, select **Turn off Computer** From "Start" menu.
2. **Laptop** works depending on the battery for saving the electricity.
3. You can open "My Computer" window by **Double click** on its icon on the desktop.
4. There are control buttons in the window in the **Title** Bar.
5. From the main contents of the desktop **Taskbar**.

C. Match:

(A)		(B)	
1		A	The window restores its size.
2		B	To minimize the window on the taskbar.
3		C	Close the window.
4		D	Maximize the window.

(1, C) (2, A) (3, D) (4, B)





Model Two

A. Put (✓) or (×):

1. Hard disk is the fastest storage media. (✓)
2. To select a set of approximated files, use "Ctrl". (×)
3. From the functions of the taskbar is the easiness of moving between the open programs and windows. (✓)
4. The importance of setting the date and time is for checking the date and time of the files creation. (✓)
5. There is no difference between CD and DVD. (×)

B. Complete the following sentences from the brackets:

(Zero – Type – Space – Rename – Arrange Icon By)

1. From the examples of the special symbols **Space**.
2. To rename the file or folder, select **Rename** from the shortcut menu.
3. To arrange the icons of the desktop, select **Arrange Icon By** From the shortcut menu.
4. The dates are stored in the computer in the form of (One, **Zero**).
5. **Type** arrangement is used to make the files of the same types approximated.

C. Arrange the following steps for restarting the computer:

1. Select "Turn off Computer". (2)
2. Click "Restart". (3)
3. Click "Start" to open the menu. (1)





Model Three

A. Put (✓) or (×):

1. All the computers have the same number of icons on the desktop. (×)
2. The type of the icons display in the window can be changed from "View" menu. (✓)
3. "Byte" is of the units for measuring the storage capacity and it equals (6) bits. (×)
4. The place of the "Power" button doesn't differ from a computer to another. (×)
5. All the windows in the Windows Operating System has title bar. (✓)

B. Complete the following sentences from the brackets:

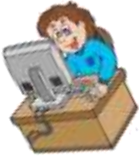
(Regional and Language Options – Folder – X – C – Taskbar – Clipboard – Copy)

1. **Folder** is a storage container which contains files and folders.
2. Press "Ctrl + **C**" buttons to copy a file.
3. To control the format on numbers, date and time select
Regional and Language Options Icon from the Control Panel.
4. It is possible to check the time and current date by **Taskbar**.
5. When we make a copy of a file, it moves to **Clipboard** in Windows.

C. Arrange the following steps for changing the desktop background:

1. Select the desired image from the "Background" menu. (3)
2. Click "OK". (5)
3. Open the shortcut menu by right click on the desktop. (1)
4. Preview the background in the preview area. (4)
5. Choose properties then select "Desktop" tab from the "properties" window. (2)





AL-AZHAR AL-SHARIF
SOUTH CAIRO ZONE

Fourth year exam, prim. stage 1433/1434 – 2012/2013

First term

Computer

Time : 1½ hours

Answer the following questions :-

[each question 2.5 marks]

1- put (√) or (×) :-

- 1- We point out the size of the file by right click on the mouse then choose Properties . (√)
- 2- By the right mouse click on a space then choosing " new " then " folder " to create new folder . (√)
- 3- My Computer icon must be dragged to open it . (×)
- 4- You can copy and move files from one place to another . (√)
- 5- It is possible to close the window by pressing ALT + F4 on your keyboard . (√)

2- Choose the correct answer between brackets :-

- 1- (File – Folder – icon) contains a group of files and other folders .
- 2- My computer icon is opened by (drag – double click – deleted) .
- 3- (Start – Control Panel – Desktop) is a component of taskbar .
- 4- (My Documents – Recycle Bin – My Network Places) contains deleted files .
- 5- MB equals (100 – 1024 – 1000) KB .

3- put the right word in the suitable place :-

(Turn off – Save – Date and Time – Minimize – My Documents)

- 1) Save is the order that you save your documents .
- 2) My Documents contains the files that were saved as a default .
- 3) Turn off is used to close computer .
- 4) Date and Time is used to adjust date and time .
- 5) We use Minimize to small the view of window .

4- Rearrange the following steps to create (Folder) :-

- 1- Choosing (new) from the list . [2]
- 2- Replacing (New folder) by any other name . [4]
- 3- Pressing Right click on Desktop space . [1]
- 4- Choosing (folder) . [3]
- 5- (New folder) has been created . [5]





AL-AZHAR AL-SHARIF
SOUTH CAIRO ZONE

Fourth year exam, prim. stage 1434/1435 – 2013/2014



First term

Computer

Time : 1½ hour

Answer the following questions :-

[Each question 2.5 marks]

Question 1 : Put (√) or (×) :-

- 1- Hard disk is the fastest storage unit . (√)
- 2- Using Ctrl to select a group of files . (×)
- 3- One of the taskbar's functions is easy moving among windows and opened programs . (√)
- 4- The importance of setting date and time to know the date and time of creation of files . (√)
- 5- There is no difference between (CD) and (DVD) . (×)

Question 2 : Rearrange the following steps to change the desktop background :-

- 1- Select the image from the list background . [3]
- 2- Press OK . [5]
- 3- Open the shortcut menu by right click mouse on the desktop . [1]
- 4- Preview background in the preview area . [4]
- 5- Select Properties and then choose tab (Desktop) from the top of the Properties window . [2]

Question 3 : Match :-

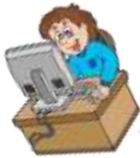
- | (A) | (B) |
|---------------------|---|
| 1- Hard disk (d) | a- close window . |
| 2- CD (e) | b- capacity 1.44 MB and more suspect able to be damaged . |
| 3- Floppy disk (b) | c- small-sized and less than the speed of the hard disk and it's storage is various . |
| 4- Flash memory (c) | d- the fastest storage units . |
| 5- (a) | e- less in the speed of the hard disk and a common capacity is 700 MB . |

Question 4 : Complete the following sentences :- Double click

(Laptop - Title - Turn Off Computer - Dual pressure - Menus - Taskbar - File)

- 1- We choose Turn off Computer from the Start menu to close the computer in a safe manner .
- 2- Laptop works depending on the battery to save the electricity .
- 3- We can open "My Computer" by Dual pressure icon on the desktop .
- 4- The control buttons in the window Title in the bar . → Control Buttons on the title bar
- 5- Taskbar is one of the basic components of the desktop .





Model answer Al Azhar Exam 2014 - 2015

A. Put (√) or (×):

1. (×)
2. (×)
3. (√)
4. (√)
5. (√)

B. Rearrange the steps of creating a folder named "Games":

1. (5)
2. (3)
3. (2)
4. (1)
5. (4)

C. Choose the correct answer:

1. Large
2. Cut
3. Folder
4. Address Bar
5. Left

D. Complete the following sentences:

1. Mute
2. Date
3. Hard disk
4. Recycle Bin
5. start





الأزهر الشريف
الإدارة المركزية لمنطقة القاهرة الأزهرية

امتحان النقل من الصف الرابع الابتدائي (لغات) للعام الدراسي ١٤٣٦/١٤٣٧ هـ - ٢٠١٥/٢٠١٦ م
الفصل الدراسي الأول الحاسب الآلي الزمن: ساعة ونصف

Q1 : complete the sentences with appropriate word

درجتان ونصف لكل سؤال

(Folder – Name or size – Hard desk – Name and Icon – Copy)

- 1- Hard Disk as a storage media.
- 2- We can duplicate a file using Copy..
- 3- Title bar have a Name and Icon
- 4- Folder.. have a lot of files.
- 5- We can sort a files and folders according Name or size

Q2 : choose the correct Answer between bracts

- 1- One gigabyte equal (1024 Megabyte – 1024 Kilobyte – 1024 Byte)
- 2- The appear when you stopped to use computer
(Screen Saver – Background – Icons)
- 3- The order that use to delete folder (Cut – Copy – Delete)
- 4- Open program names appear in
(Desktop background – Task bar – start button)
- 5- Flash Memory is a storage media (Unmovable – Movable – Compact)

Q3 : Put (√) or (X)

- 1- Computer can be display without electricity (X)
- 2- Operating system can running various program as Paint & WordPad (√)
- 3- The bar in desktop named tools bar (X)
- 4- To move folder from place to other use Cut (√)
- 5- We can rearrange the icons in desktop according name only (X)

Q4 : Mache from group (A) with group (B)

A		B	
1	To display a computer press <u>4</u>	1	Delete
2	Title bar contain <u>5</u>	2	Contains a files
3	Folders <u>2</u>	3	As a storage media
4	Hard desk <u>3</u>	4	Power button
5	To remove file <u>1</u>	5	Title and the icon
		6	Cut

