

SECTION A – MCQ

1. A _____ is a rectangular area on the desktop which usually contains a number of standard parts.
 - a. Menu
 - b. Program
 - c. Windows
 - d. Application

2. Mouse is a _____ to point to things on the computer screen.
 - a. program
 - b. Software
 - c. Hardware
 - d. pointing device

3. A program that performs a function on the computer is called an _____.
 - a. Windows
 - b. Soft copy
 - c. Hard copy
 - d. Application

4. _____ contains data or programs for use by the computer.
 - a. Files
 - b. Menu
 - c. Information
 - d. Application

5. A group of icons that allow you to click on to start an application or program is called _____.
 - a. Tool Bar
 - b. Menu Bar
 - c. Scroll Bar
 - d. Start Menu

6. _____ is located at the top of the computer that contains pull down menus.
 - a. Menu Bar
 - b. Scroll Bar
 - c. Start Menu
 - d. Task Bar

7. Do _____ regularly to ensure that files and folders are in order.

- a. Loading
- b. Checking
- c. Searching
- d. House Keeping

8. _____ are used to organise files.

- a. Run
- b. Search
- c. Folders
- d. Directory

9. A _____ is an extra copy of an item. It is useful in case the original copy is lost.

- a. Copy
- b. Paste
- c. Insert
- d. Back up

10. A computer uses the _____ diagram to help us store and manage our data systematically.

- a. Tree
- b. File
- c. Folder
- d. Directory

SECTION B – SHORT ANSWER

1. State two advantages of proper Housekeeping.

a. _____

b. _____

2. Explain briefly what is file manager.

3. List two basic methods of organizing files.

a. _____

b. _____

4. List two types of storage media that you can use to save data.

a. _____

b. _____

5. Backup is an extra copy of an item. List 2 reasons why it is important for us to do a backup.

a. _____

b. _____

SECTION C – STRUCTURED QUESTION

1. The Windows screen display is shown below. Label the screen using the terms:

time	start button	word processing program	folder	antivirus program	web browsing program
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