

Answers

Question 1

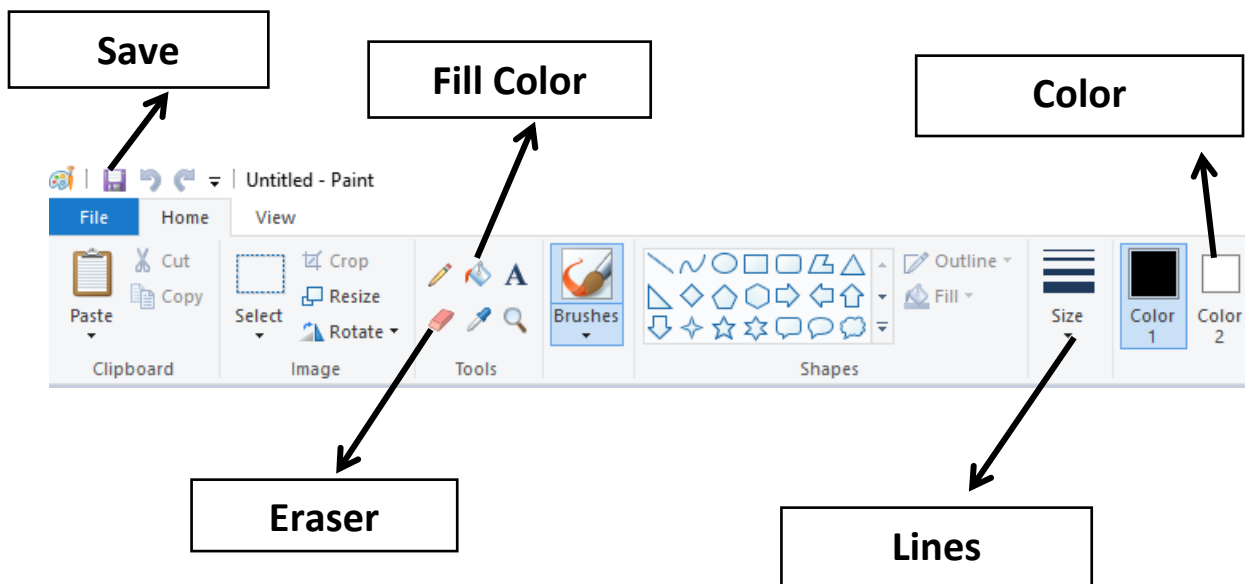
Fill in the blanks by choosing the correct word from the box below.

1. "Times New Roman" is an example of **font** type.
2. A flat piece of material designed to provide a surface for the mouse is called a **Mouse Pad**
3. A small storage device that is used to transport files from one computer to another is called a **Pendrive**
4. A box that comes down from the tool bar located at the top of the computer screen that lists program tools such as: file, edit, view is called a **Drop down menu**
5. A piece of equipment that copies the words of pictures on a page and puts them into a computer is called a **Scanner**

Drop down menu mouse pad Font pendrive scanner

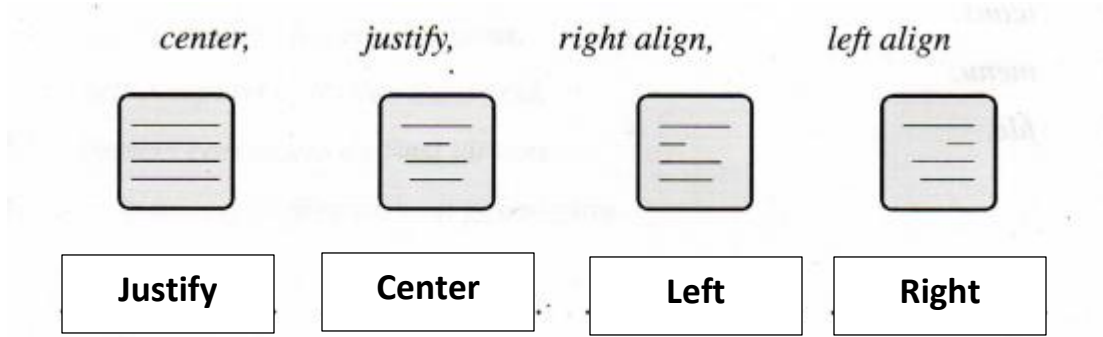
Question 2

Label the following word document ribbon.



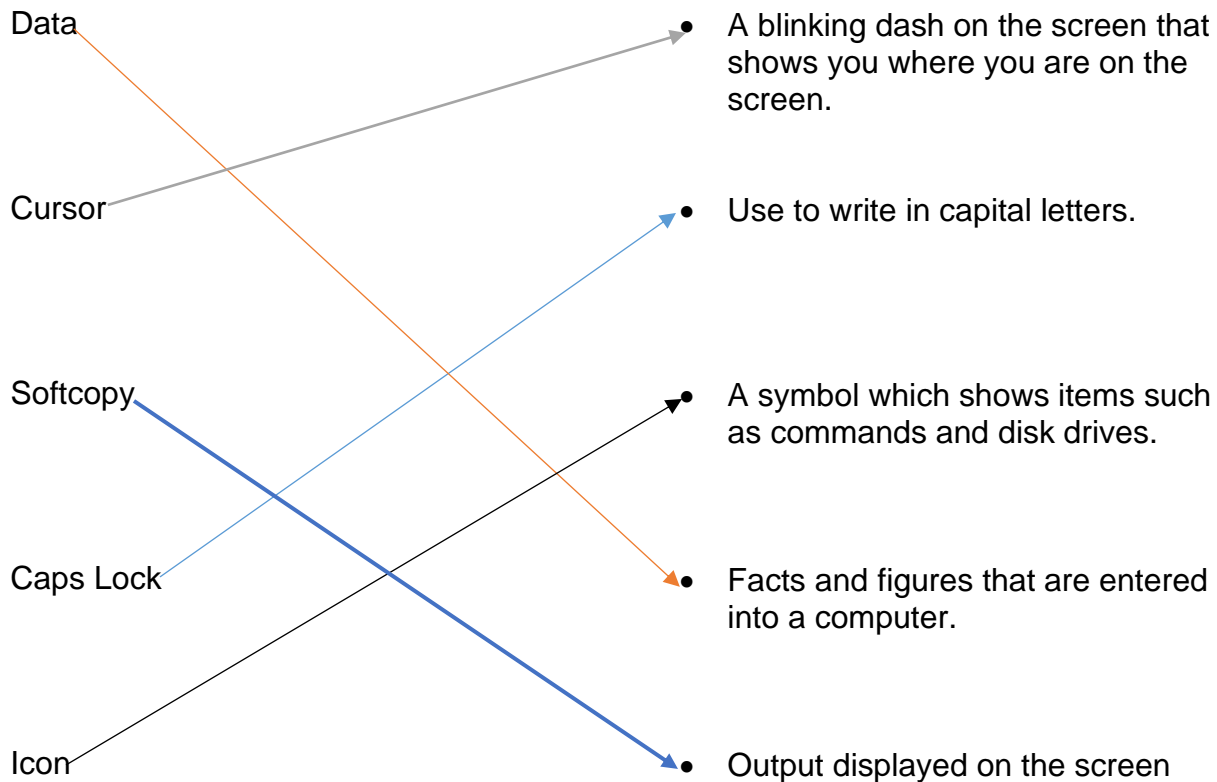
Question 3

Write the following words on the correct dotted lines.



Question 4

Match the following words to the correct group of words.



Question 5

Circle the letter for the correct answer.

1. The space bar on the screen is used to_____.

A. Insert a space

2. A word processing program will not allow us to_____.

B. Draw and paint

3. Which one of the following is an Input device?

A. Mouse

4. Look at figure 1 on the right. It shows a _____.

B. Keyboard

5. Look at figure 1 again. It is used to _____.

A. Type documents



Figure 1