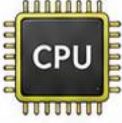


# Read and Learn



1. Computer is an electronic machine.



2. CPU is the brain of the computer.



3. Keyboard is an input device.



4. Mouse is used to print documents.



5. Monitor is an output device.



6. Printer is an input device.



7. Scanner is used to scan pictures and documents.



8. Speakers are used to listen to sound.



9. Microphone is used to record voice.



10. Software refers to programs and instructions.



11. Windows 10 is an operating system.



12. Ctrl + C is used to copy text.



13. Ctrl + V is used to paste text.



14. Ctrl + X is used to cut text.



15. Ctrl + Z is used to undo an action.



Read these statements carefully.  
You will answer True or False in your test.



# Read and Learn



16. Minimize button reduces the window.



17. Maximize button makes the window full screen.



18. Close button closes the window.



19. Deleted files go to the Recycle Bin.



20. Files can be restored from the Recycle Bin.



21. Rename means to change the name of a file or folder.



22. Folder is used to keep files organized.



23. Copy creates a duplicate of a file.



24. Move removes the file from the original location.



25. MS Word is not a spreadsheet program.



26. MS Word belongs to Microsoft.



27. File extension for Word documents is .docx.



28. Bold makes text thicker.



29. Italic makes text slanted.



30. Underline adds a line below text.



Read these statements carefully.

You will answer True or False in your test.



# Read and Learn



31. Font refers to the style of text.

---



32. Font size refers to the size of text.

---



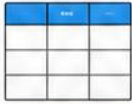
33. Alignment has four types: Left, Center, Right and Justify.

---



34. Print command is used to print on paper.

---



35. Table is used to organize data in rows and columns.

---



36. Merge cells means to join two or more cells.

---



37. Excel is a word processing program.

---



38. Excel belongs to Microsoft.

---



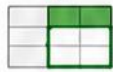
39. Data in Excel is organized in rows and columns.

---



40. Rows run horizontally in Excel.

---



41. Columns run vertically in Excel.

---

*fx*

42. A cell is where a row and column meet.

---

\*

43. A formula in Excel always starts with an equal sign (=).

---

/

44. The \* operator is used for multiplication.

---

45. The / operator is used for division.

---



Read these statements carefully.  
You will answer True or False in your test.



# Read and Learn



46. The SUM function adds numbers.



47. The AVERAGE function finds the average of numbers.



48. The MAX function finds the largest number.



49. The MIN function finds the smallest number.



50. A chart is a graphical representation of data.



51. A pie chart shows parts of a whole.



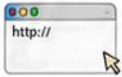
52. Sorting arranges data in order.



53. The Internet is a worldwide network.



54. WWW stands for World Wide Web.



55. A web browser is used to open websites.



56. Google Chrome is a web browser.



57. Google is a search engine.



58. E-mail is used to send and receive messages.



59. Cloud storage is used to store files online.



60. Online learning means learning through the Internet.



Read these statements carefully.  
You will answer True or False in your test.



# Read and Learn



61. Settings are used to change system preferences.

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62. Password is used to protect data.

---



63. Antivirus software protects the computer from viruses.

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64. A virus can harm files and folders.

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65. Search is used to find files and folders.

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66. A zip file is a compressed file.

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67. A USB drive is used to store and transfer data.

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68. CD and DVD are used to store data.

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69. A floppy disk can store a small amount of data.

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70. Laptop runs on battery power.

---



71. Wi-Fi is a wireless network.

---



72. Bluetooth is used to connect devices wirelessly.

---



73. Print Preview shows how the document will look when printed.

---



74. Save is used to store work on the computer.

---



75. Undo reverses the last action.

---



Read these statements carefully.  
You will answer True or False in your test.



# Read and Learn



76. Redo repeats the last action that was undone.

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77. A checklist helps to remember tasks.

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78. Notifications alert us about important messages.

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79. A calendar is used to see dates and plan schedules.

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80. A clock shows the time.

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81. A camera is used to take pictures.

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82. A video is a moving picture with sound.

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83. MS Paint is a drawing program.

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84. Notepad is used to write simple text.

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85. Calculator is used to do mathematical calculations.

---



86. Sticky Notes are used to write quick notes.

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87. Upload means to send files to the Internet.

---



88. Download means to receive files from the Internet.

---



89. Safe browsing keeps us protected online.

---



90. Respecting others online is called digital citizenship.

---



Read these statements carefully.  
You will answer True or False in your test.

