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| **Academic Year 2018-2019 العام الدراسي Grade: 3** | | |
| **Subject: computer** | **Computer Revision sheets** |  |

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| United Arab Emirates **Department of Education and Knowledge** Bani Yas International Pr`ivate School | Description: BANNER BANI YAS INTERNATIONAL | **دولة الإمارات العربية المتحدة**  **دائرة التعليم والمعرفة**  **مدرسة بني ياس الدولية الخاصة** |

**Desktop Icons**

|  |
| --- |
| My document |
| Recycle bin |
| My computer |
| My network places |
| Internet explorer |
| Google chrome |

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| --- |
|  |
|  |
|  |
|  |
|  |
| Image result for google chrome icons |

**Fill in the blanks with answers :**

1-To create folder on the desktop we click on ……………………, then we choose ……………………

re

2-To delete a selected folder press on ……………….key then click on …………….. then click on ……….

3-To change the folder name click on right click Then click on button ……………..

4-power point is …………………. Program

5- to insert new slide in power point click on insert menu and choose ……………….

6- to make text bold click on ……….. in font window

7- to start the show from beginning in power point presentation click on ……….. from keyboard

8- To save presentation open file menu and choose ……….

9- to close power point click on …………….. from keyboard

10-in power point you can insert table from ………. Menu

**The answer :**

1. **Right click – New**
2. **Right click – delete –yes**
3. **Rename**
4. **Presentation**
5. **New slide**
6. **B**
7. **F5**
8. **Save**
9. **ALT+F4**
10. **Insert**

**– State whether true or false**

1-to delete file click on delete from the keyboard ( **true** )

2**-** power point is a presentation program ( **true** )

3-you can insert picture in power point from design menu (**false** )

4-after you create a folder you cannot change name ( **false** )

5-the screen saver appears after a specific time of leaving the computer without doing any thing ( **true** )

6- folders it is the place where you save your files ( **true** )

7-to copy file click ctrl +x from the keyboard ( **false** )

8-you cannot restore file from recycle bin ( **false** )

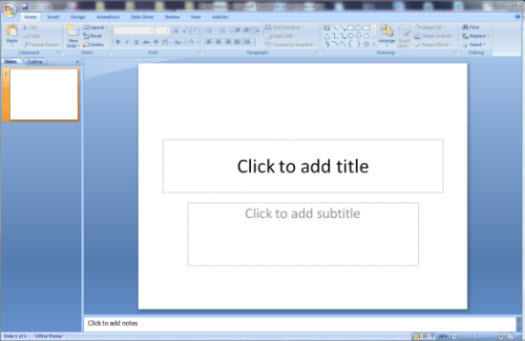
9-to change the desktop background left click on the desktop and choose personalize ( **true** )

10- to save a presentation in power point open file menu and choose save ( **true** )

**– Write in down table power point main screen parts**

**( Menu bar – title bar – tool bar- work area – outline pane-status bar )**

11



6

5

4

3

2

|  |  |
| --- | --- |
| **1** | **Title bar** |
| **2** | **Menu bar** |
| **3** | **Outline Pane** |
| **4** | **Work area** |
| **5** | **Tool bar** |
| **6** | **Status bar** |