Teacher Name: Miss Amsa Class: 6 Subject:ICTech Date:31-8-2018

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| 1. **Select the correct answer**
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| To move your taskbar on the desktop you have to | ⭘ drag and drop the taskbar anywhere you want on the screen.⭘ unlock the taskbar and then drag and drop it only on the four sides of the screen.⭘ lock the taskbar and then drag and drop it only on the four sides of the screen. |
| To move an icon to a particular place on your desktop you have to  | ⭘ check “arrange” and check “align”.⭘ uncheck the “auto arrange” icons choice and then drag and drop at the point you want. ⭘ check the “auto arrange” icons and then drag and drop at the point you want.  |
| The windows task manager helps us to | ⭘ lock the taskbar.⭘ pin a file in the taskbar.⭘ close a program. |
| The recommended way to “disconnect” a storage device is  | ⭘ to shut it down and then to pull it out.⭘ to select the device from the “My computer” folder and then close it.⭘ to select the device from the “My computer” folder and then to eject it.  |
| When a document has a “Read-only” property | ⭘ you cannot open it.⭘ you can open it, make changes and save it.⭘ you can open the document but you cannot make and save your changes with the same name. |
| When a file has a “hidden” property  | ⭘ you can make it an invisible icon again.⭘ you can make it invisible but you can’t open it.⭘ you can make it invisible but you cannot save any changes to it. |
| In a file’s properties the “size on disk” shows | ⭘ how much space the computer needs to save this file.⭘ how big the file is.⭘ the hard disk’s free space. |

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| **2. Put a 🗹 if the sentence is correct** |
| 1. The taskbar always appears at the bottom of the screen.
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| 1. On the desktop you cannot change the size of a particular icon.
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| 1. The “auto arrange” icons choice arranges the icons and we cannot move them on the desktop.
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| 1. The only way to make the desktop’s icons disappear is to delete or move them.
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| 1. If you pull a storage device out while copying data it is possible that you will lose the copied data.
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| 1. If you disconnect a storage device before the confirmation message has appeared it is possible that the devices may break.
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| 1. When you use Windows help and support program it is preferable to type whole phrases in the search box.
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| 1. To remove a program, delete all its shortcuts.
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| 1. In file properties, “Modified” shows the date on which you last opened the file.
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| 1. In file properties, the “Accessed” shows the date on which you last altered the file.
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