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

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