

1. How do you spell operating system?
2. How do you spell document?
3. How do you spell program?
4. How do you spell hardware?
5. How do you spell taskbar?
6. When you resize a window, what shape does the cursor change to?
7. Where can you find the taskbar?
8. Which mouse button would you click to bring up the menu for tiling vertically and where would you click?
9. Where on the desktop can we find out how many windows are opened if some are hidden behind the others?
10. How do software and hardware talk to each other?
11. What do you call the part of the window which you draw on in Paint?
12. Name 3 types of hardware.
13. What is the shortcut key combination for selecting the whole document?
14. What is the shortcut key combination for copy?
15. What is the shortcut key combination for paste?
16. What is the shortcut key combination for opening an existing document?
17. What is the view which allows you to see properly how your picture is positioned on the page?
18. How do you let the computer know that you only want to bold the first two lines of a paragraph?
19. What does the save icon/button look like?
20. How do you know how many documents are open in Word?
21. You have opened Paint and you need to find out some information on how to use a tool which you have no idea about. Where can you find the information?
22. What is the shortcut key for bringing up Help?
23. Name three programs you have used.
24. What do you use to easily position a picture on a page?
25. Where do you see tool tips?
26. How do you close a document in Word without closing the program?
27. How do you view a document which is longer than the screen?
28. What is the shortcut key combination for swapping from one window to another?
29. How do you know if a window is active?
30. What controls the pointer on the desktop?
31. Name 3 common features of a window.
32. Name an operating system you use.
33. What is the brain of the computer called?
34. Name an input device.
35. Name an output device
36. You can open many documents in Word. True or False?
37. You can open many documents in Notepad. True or False?
38. To draw a circle in Paint, you would select the ellipse tool and hold down the shift key. True or False?
39. Who is the richest man in the world?
40. What does PC stand for?