**Computer first term revision for 4 primary**



**Name : ………………………………………………….**

**Class : …………………………………………………..**

**Q 1 Choose the correct answer :**

* **Steps to shut down the computer :**

**1)………………………**

**2)……………………….**

* **To turn on our computer we have to be sure from :**

**1)……………………….**

**2)……………………….**

Complete the following:

 To change Date and time from your computer, there are 2 ways :

1. ……………………………………………………………………..
2. …………………………………………………………………….

Re-arrange the steps of how to create a folder:

1. Select Folder. ( )

2. Select New. ( )

3. Right click from mouse ,, the shortcut menu will appears. ( )

4. Type the name of the folder. ( )

5. A New Folder icon appears. ( )

Re-arrange the steps of how to Rename a folder:

1. Select Rename. ( )

2. Right click from the mouse on the folders. The shortcut menu will appears. ( )

3. Type the new name of the folder. ( )

Re-arrange the steps of how to copy a folder: 

1. Right click from mouse on the folder you want to copy. The shortcut menu will appears. ( )

3. Select paste. ( )

4. Right click from mouse on the new place. ( )

5. Select Copy. ( )



Re-arrange the steps of how to Delete a folder:

1. Right click from mouse on the folder you want to delete. ( )

2. Click yes when the delete box appears. ( )

3. Select Delete. ( )