Answer the following questions:

Section (1)

☐ **Circle the correct answer in the following questions:**

1- At the end of a sentence we press the key:

a-

b-

c-

d-

5

2- You can use these keys to:
   a- Type your name.
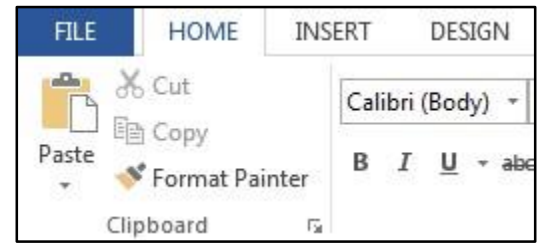3- b- Type your age.
   c- <mark>Type both your age and name</mark>.
   d- None of the above.

5

4- To Open a new document we choose:

a- HOME.

b- <mark>FILE</mark>.

c- INSERT.

d- DESIGN.

5

5- Which of the following sentences is typed correctly:

a- he went to school by bus.

b- HE WENT TO SCHOOL BY BUS.

<mark>c- He went to school by bus.</mark>

d- HE went to school by bus.

5

6- We use this key

a- To make spaces between words.

b- To type letters in upper-case.

<mark>c- To delete words</mark>.

d- To make a line break.

5

7- This key is used

a- <mark>To make line break</mark>.

b- To delete letters.

c- To put a full stop.
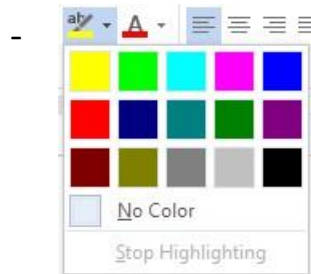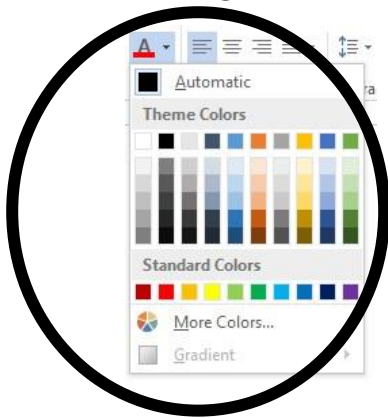
d- To type letters in upper-case.

5

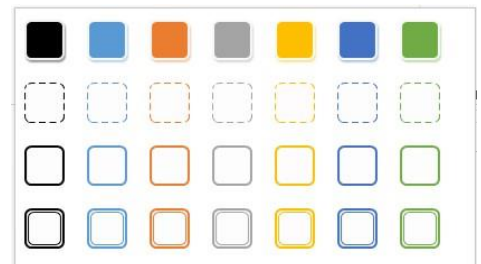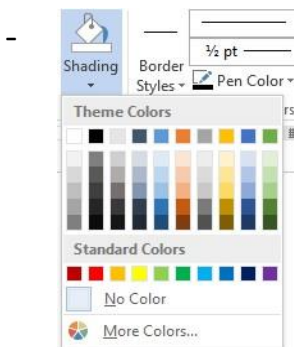8- To improve reading this sentence "MyschoolisthebestinallAbudhabi".

5

9- To change the color of a word we use:

5

10-Match the words in column A with the words in column B:

5

A	B

- CapsLock
- Backspace
- New
- We have to
- Insert toolbar

□ is used to put pictures in document.

□ before we change its color.

□ is used to delete a word.

is used to type letters in upper-case. highlight a word

□ is the command used to open a new file.

10-   Fill in the space with the suitable word from the list:
     (**Enter – cancel – space bar -** <mark>**save**</mark>)
   To complete our work on a file next week we have to …………. It.

5