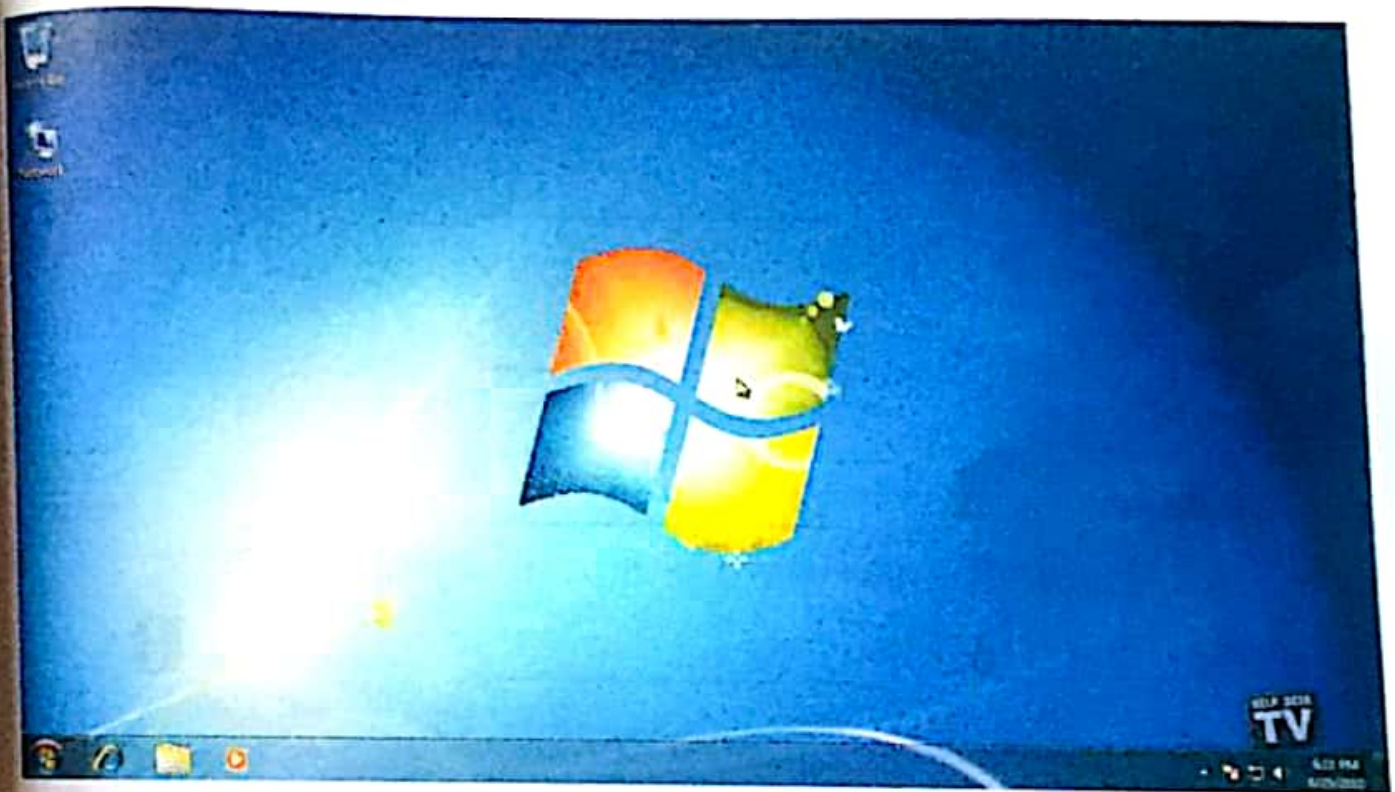


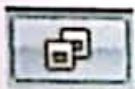
WINDOWS

A. Mark the following on the window screen.

- | | |
|----------------------|----------------|
| 1. Start button | 4. Network |
| 2. Desktop | 5. Taskbar |
| 3. Internet Explorer | 6. Recycle Bin |



B. Match the buttons with names.



Minimize button



Restore button



Maximize button



Close button

MS WORD (TOOLBAR ICONS)

Can you match these toolbar icons with their meanings? Write the correct letter on the line to match each word with the icon.

- | | | |
|--------------|-----|-------|
| A. Bold | 1. | _____ |
| B. Print | 2. | _____ |
| C. Center | 3. | _____ |
| D. Save | 4. | _____ |
| E. Undo | 5. | _____ |
| F. Italic | 6. | _____ |
| G. Font | 7. | _____ |
| H. Justify | 8. | _____ |
| I. Underline | 9. | _____ |
| J. Size | 10. | _____ |



Times New Roman

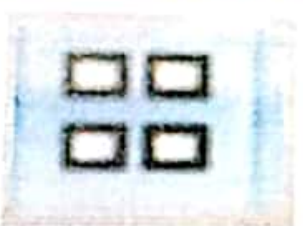
POWERPOINT

A. Identify the following items using the given words.
 clipart, movie, Smart Art, Sound, Word Art, Slide show





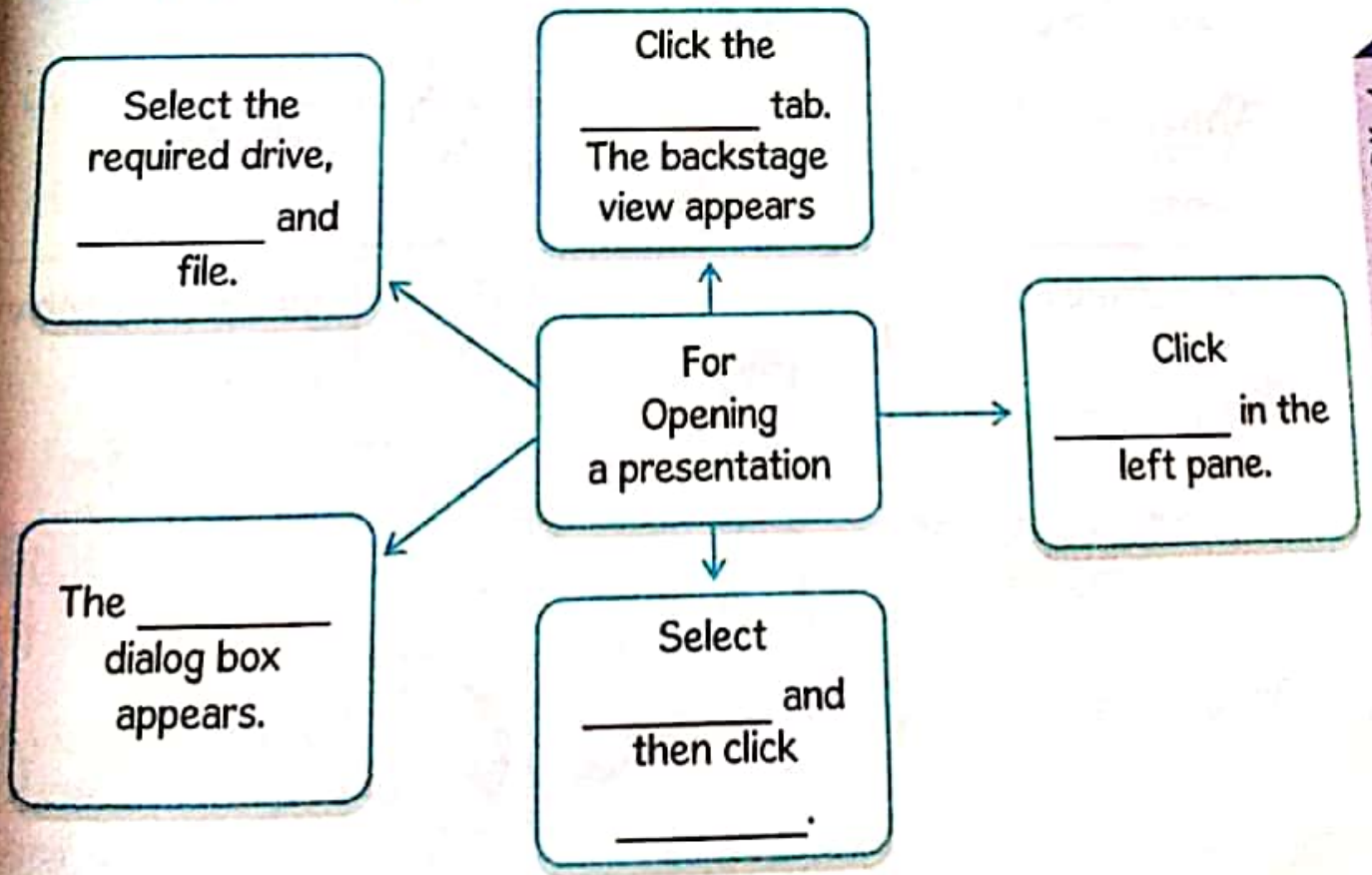








B. Complete the steps for opening a presentation.



COMPUTER SOFTWARE

A. Give two examples for each of the following.

1. Database Software
2. Multimedia Software
3. Word Processing Software
4. Video Games
5. Operating System
6. Spreadsheet Software

B. Match the following software with their icons and names and name.

Software

Operating System

Antivirus

Compression

Graphics Software

Multimedia

Icon and Name



Win Zip



GNU Linux



Windows Movie
Maker



Photoshop



Avira