

NAMES: _____ CLASS: _____

1. What is Microsoft word?

2. Outline four different types of computers you know

3. List down four common buttons found on the keyboard

4. Give three uses of Microsoft word

5. Name two ways of keeping computers free from dust

6. Give three disadvantages of computers

7. Outline four advantages of computers

8. List down four reasons why you study computer as a subject

9. Define the following terms

a)Single clicking_____

b) Double clicking_____