



WELCOME TO WINDOWS

UNIT-TEST

UNIT 4

A. Direction: Using the answer sheet below, shade the circle of the correct answer in each item.
(Multiple Choice)

1. It is a software that allows people to use the computer easily.
 - a. Windows
 - b. Files
 - c. AVR
2. The System Tray is also called as _____.
 - a. Systray
 - b. Sysray
 - c. System
3. To change the date or time set in your computer, move the mouse cursor over the time area in the _____.
 - a. system tray
 - b. taskbar
 - c. start button
4. To apply the date and time changes you have made, move the mouse pointer over _____.
 - a. OK
 - b. Cancel
 - c. Apply
5. Your desktop background is also called as _____.
 - a. wallpaper
 - b. screensaver
 - c. deskground
6. A _____ beside a folder indicates that all the folders it contains are hidden.
 - a. hallow triangle
 - b. hollow triangle
 - c. solid triangle
7. The folder is also called as a _____.
 - a. directory
 - b. dictionary
 - c. documentary
8. What is the default name of the folder when you create one?
 - a. New Folder
 - b. New Activity
 - c. New Format
9. What is similar to moving files?
 - a. placing into folders
 - b. reorganizing files
 - c. switching accounts
10. How would you view the file that you have moved?
 - a. position the mouse pointer over the folder that now contains the file and then press the left button once
 - b. position the mouse pointer over the folder that now contains the file and then press the left button twice
 - c. position the mouse pointer over the folder that now contains the file and then press the right button once

ANSWER SHEET

Name: _____

Grade/Section: _____ Date: _____

A B C

1 ○ ○ ○

2 ○ ○ ○

3 ○ ○ ○

4 ○ ○ ○

5 ○ ○ ○

6 ○ ○ ○

7 ○ ○ ○

8 ○ ○ ○

9 ○ ○ ○

10 ○ ○ ○

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