Name: _____Stream_____

1. Write CPU in full?
_____

2. What are the steps taken in shutting down the computer?
_____
_____
_____
_____

3. State the steps taken in saving our work.
_____
_____
_____
_____

4. Outline the steps taken to switch on a computer
_____
_____
_____
_____

5. Mention the steps taken in opening up Microsoft word.
_____
_____
_____
_____
_____

6. Mention five special keys found on the keyboard.
   i. _____
   ii. _____
   iii. _____
   iv. _____
   v. _____

7. Outline five uses of Microsoft word.
   i. _____
   ii. _____
   iii. _____
   iv. _____
   v. _____

8. Outline four rules of a computer laboratory.
   i. _____
   ii. _____
   iii. _____
   iv. _____

9. Outline four uses of a computer.

    i.   _____

    ii.   _____

    iii.   _____

    iv.   _____

10. What is the difference between right click and left click

_____

11. List down five advantages of using a computer.

    i.   _____

    ii.   _____

    iii.   _____

    iv.   _____

    v.   _____

12. Outline six disadvantages of using computers.

    i.   _____

    ii.   _____

    iii.   _____

    iv.   _____

    v.   _____

    vi.   _____

13. List down four examples of pointer/cursor shape changes

    i.   _____

    ii.   _____

    iii.   _____

    iv.   _____

14. Define the following concepts

    a) Start button_____

    b) Start menu_____

    c) Taskbar_____

    d) Recycle bin_____

    e) Scroll bar_____

    f) Double clicking_____

    g) Save As_____

    h) Desktop_____

    i) Deleting_____

    j) Switch on_____

    k) Switch off_____

    l) Cursor_____

15. What is information?

_____

16. Mention any three functional keys you know

    i.   _____

    ii.   _____

    iii.   _____