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**REVISION WORKSHEET FOR CLASS V**

**Name Date**

**Directions: Circle the letter of the choice that correctly completes the sentence or answers the question.**

1. The Documents folder organizes folders and files in a(n)

structure.

a. parallel c. DOS

b. top-down d. operating system

2. A computer’s hard drive is most commonly the drive.

a. A: c. C:

b. B: d. D:

3. In Windows, deleted items are sent to the .

a. desktop c. clipboard

b. trash can d. Recycle Bin

4. In the Documents folder, the opposite of expanding a folder is a

folder.

a. Hiding c. Selecting

b. Collapsing d. Deleting

5. A(n) is a picture icon that is a direct link to a file or folder.

a. folder c. hyperlink

b. desktop button d. desktop shortcut

6. The tool is an excellent method for finding a file, program, or

folder.

a. Find and Replace c. Restore

b. Search d. Seek

7. In the Documents folder, a computer’s drives are listed in the

folder.

a. Computer c. Pictures

b. Documents d. Drives

8. Use the command to rename and copy a file to a new location

at the same time.

a. Rename c. Save

b. Move d. Save As

9. A file’s summary, author, date created, and disk size are known as .

a. file properties c. file contents

b. file elements d. file statistics

10. The at the bottom of the screen displays the Start button,

active applications, and the time.

a. task menu c. job bar

b. taskbar d. Start bar

**Computer Word Search**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| P | A | N | R | O | R | P | O | F | T | E | A | S | K | L | P | I | S |
| P | N | L | I | O | F | O | P | Q | F | M | P | U | M | G | R | C | M |
| L | G | P | X | M | C | T | W | L | V | O | T | O | L | C | R | O | M |
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| C | U | P | S | C | F | A | S | A | E | Y | P | I | E | I | F | W | E |
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| S | T | U | P | T | U | O | D | Q | I | M | A | X | I | C | X | E | J |
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| APPLICATIONS | APPLE | CIRCUIT |
| DATA | GAMES | HARDWARE |
| INPUT | INTERNET | KEYBOARD |
| LAPTOP | MEMORY | MICROSOFT |
| MONITOR | MOUSE | NETWORK |
| OUTPUT | PROCESSOR | PROGRAMMING |
| SCREEN | SOFTWARE |  |

**Circle the letter of the choice that correctly completes the sentence or**

**answers the question.**

1. Formulas are calculations used to identify the between spreadsheet

cells.

a. relationship c. similarities

b. distance d. function

2. In Excel, a built-in formula, such as AVERAGE, is known as a(n) .

a. operator c. range

b. AutoFormula d. function

3. A symbol that represents a specific mathematic function is a(n) .

a. icon c. pointer

b. arithmetic operator d. formula

4. Which of the following is not an Excel function?

a. sort c. Min

b. Average d. Sum

5. When a formula is copied from one cell to another, Excel adjusts the formula automatically.

This is called .

a. cutting and pasting c. relative addressing

b. moving d. formula addressing

6. If C4 = $8.50 and E8 = $5.50, then what would be the result of the formula or

function =C4-E8?

a. −$3.00 c. −$3.50

b. $3.00 d. $3.50

7. If A1 = 5, B1 = 10, and C1 = 15, what would be the result of the formula or function

=AVG(A1:C1)?

a. 5 c. 10

b. 8 d. 12

8. If B1 = 75, B2 = 100, and B3 = 125, what would be the result of the formula or

function =MAX(B1:B3)?

a. 75 c. 125

b. 100 d. 300

9. A group of cells is referred to as a(n) .

a. column c. range

b. row d. group

10. Formulas can either be entered into an individual cell or into the .

a. Address bar c. Tool bar

b. Formula Bar d. Arithmetic bar

Made by Shaista Mir

Computer Faculty