Heyday Computer training Center Basic Computer Training test

Name_____.

1. Write at least 2 types of Computer Operating System.

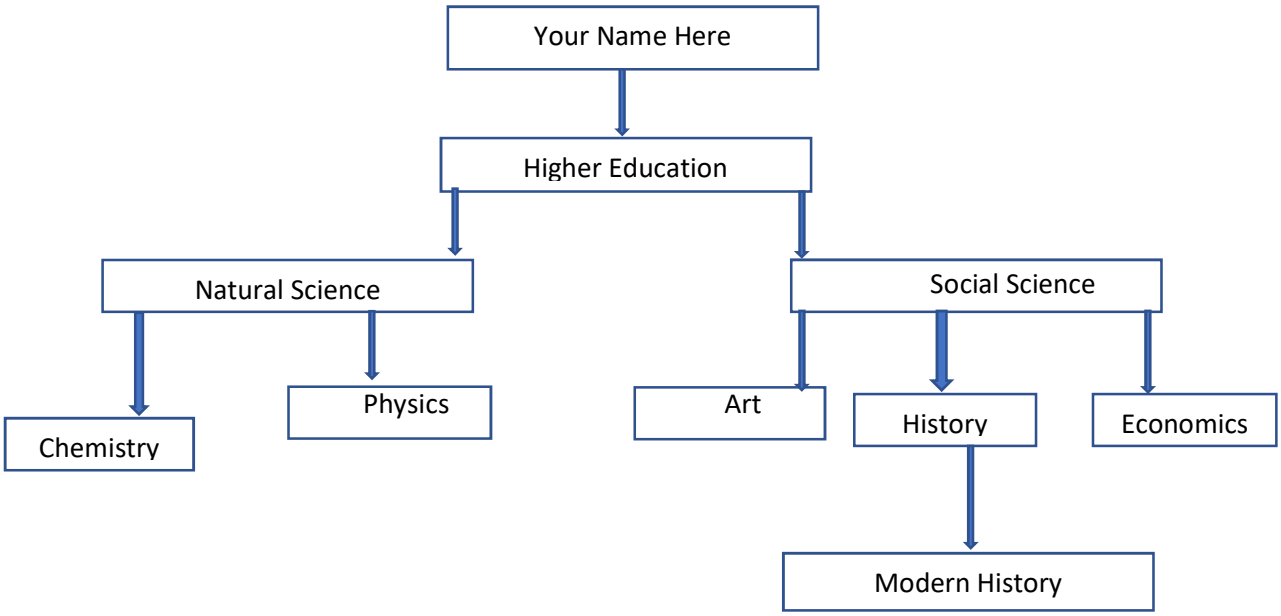
2. Write at least 3 Sections of Keys on Keyboard.

3. Write At least 3 Components that found on system tray.

4. Write at least 3 Ports that found on System Unit/case.

I. File management test

1 Create the following structure on your Computer.



2. Copy the Economics folder in to Higher Education folder.

3. by using Word pad write the text

Human beings will have to provide its own intelligence in the form of instructions, which a man-made machine executes at great speeds. Besides having speed, it is also extremely efficient

and accurate.

5. Save this text in Modern History folder by file name Human
6. Rename Modern History to Human history
7. Then change the text appearance
   Font : Times New Roman
   Font size: 16
   Right alignment
   Font color Green

8. Delete Art folder.
9. Draw Blue colored Table, and name it my Table and save to Physics Folder

10. Restore Art folder from recycle bin.