

**ICT Class 4**  
**Keyboard Third Edition (Book 4)**

<b>Week 7</b>		
<b>Date</b>	<b>Day</b>	<b>Task</b>
09.05.20	Saturday	<p><b>Fill in the blanks:</b></p> <ul style="list-style-type: none"><li>• _____ is the most popularly used operating system</li><li>• The first screen that you see after switch on the computer is called the _____.</li><li>• The small pictures of different computer programs, files and folders displayed on desktop are called _____.</li><li>• Whatever you stored on your computer is accessible from the icon called _____.</li><li>• Whatever you delete temporarily from your computer, you can find that in _____ bin.</li></ul> <p><b>Question:</b> What do you think, why MS Word is the most popular word processing software?</p>
<b>Week 8</b>		
16.05.20	Saturday	<p><b>Fill in the blanks:</b></p> <ul style="list-style-type: none"><li>• The background image that you see on the desktop is called a _____.</li><li>• The image that you see when your computer is idle for a specific time is called a _____.</li></ul>

		<p>_____.</p> <ul style="list-style-type: none"> <li>• The _____ gallery allows you to choose and change the wallpaper and the screen saver.</li> <li>• The personalization gallery appears by clicking on the _____ window.</li> <li>• _____ is a program that helps in viewing and managing files and folders.</li> </ul> <p><b>Question:</b> Write down the steps to change the wallpaper of your monitor screen.</p>
<b>Week 9</b>		
23.05.20	Saturday	<p><b>Fill in the blanks:</b></p> <ul style="list-style-type: none"> <li>• _____ commands are used for making duplicate of file or folder.</li> <li>• _____ commands are used to move a file or folder from one location to another location.</li> <li>• Rename command helps us to give a new _____ to an existing file or folder.</li> <li>• A file name can contain up to _____ characters, including spaces.</li> <li>• The _____ menu also has the copy, cut and paste commands.</li> </ul> <p><b>Question:</b> Compare the differences between copying and moving a file or folder.</p>

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