

* *Worksheet for computer material for fourth grade ...*

* *General working paper ...*

* *Name : Date :*

* *Answer yes to the correct phrase and not to the wrong phrase in the following ...*

- 1) *The computer has few uses in education . ()*
- 2) *The computer is not used in household kitchens . ()*
- 3) *Computerized hazardous experiments can be performed . ()*
- 4) *The computer helps you to learn the material in a useful way, especially in the home and through CDs . ()*
- 5) *The computer performs surgery alone . ()*

★ *Explain how the computer can be used at home :*

.....
.....

★ *Based on the development of the computer and its uses in education, mention 5 of its uses :*

- 1).....
- 2).....
- 3).....
- 4).....
- 5).....

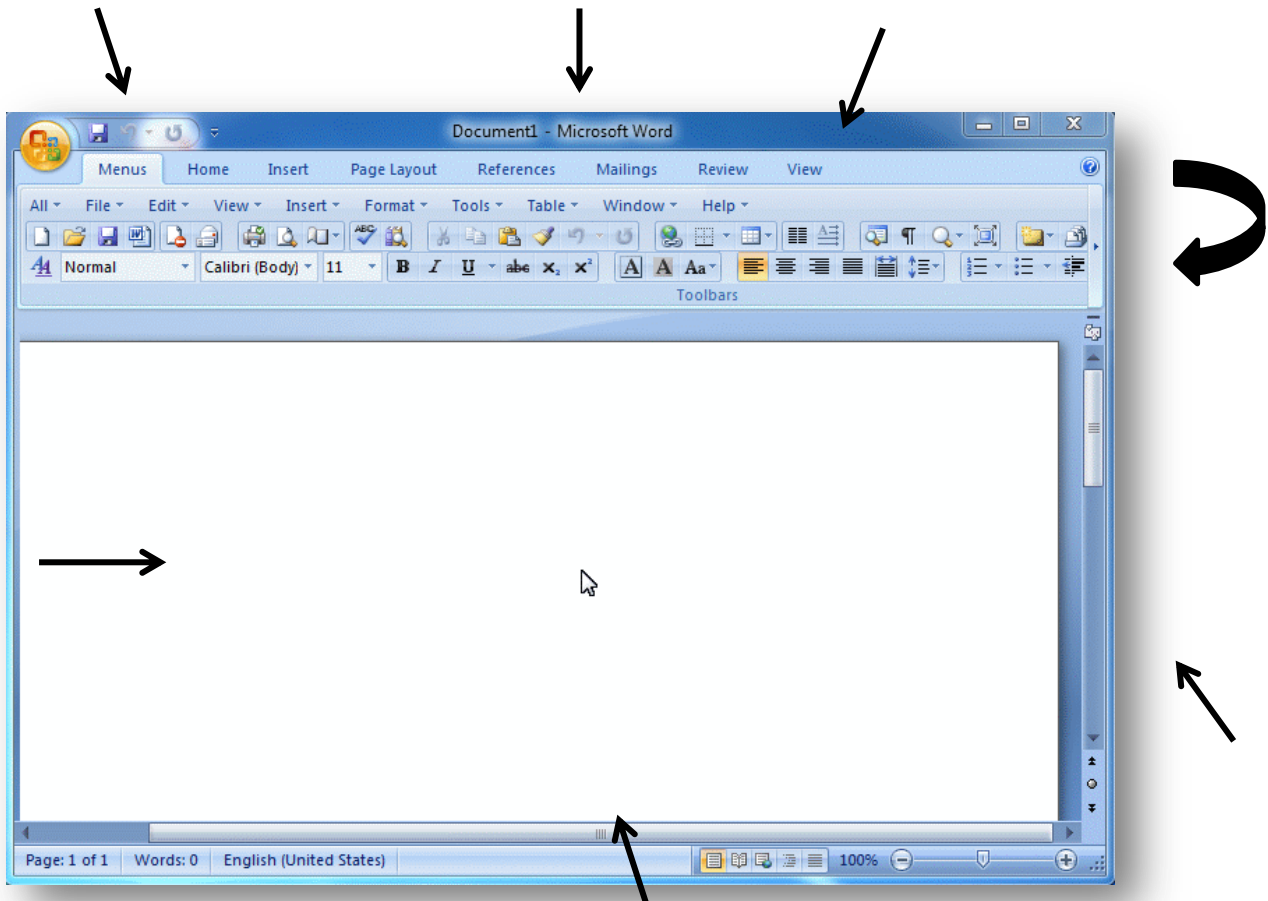


* *Worksheet for computer material for fourth grade ...*

* *Microsoft office word window components ...*

* *Name : Date :*

* *Write the components of the word processor program window referred to as shares ...*



- 1).....
- 2).....
- 3).....
- 4).....
- 5).....
- 6).....
- 7).....
- 8).....

* *Worksheet for computer material for fourth grade ...*

* *Microsoft office word ...*

* *Name : Date :*

* *Correct the words beneath the line ...*

1) *If you want the lines of the paragraphs to be equal in both ways, click on the text alignment tool to the right .*

(.....)

2) *Through the power point program you can control the distance before the line and the distance before and after the paragraph .*

(.....)

3) *The title bar consists of the following groups: Clipboard group, Font group, Paragraph group, Group styles, Edit group .*

(.....)

4) *The name of the open document appears in the toolbar .*

(.....)

5) *Through the save command we can print the file .*

(.....)

6) *The Open command is used to create a new file .*

(.....)

7) *Use the centering tool to make text to the left .*

(.....)

8) *The enter key is used to replace large and small English characters .*

(.....)

* *Worksheet for computer material for fourth grade ...*

* *Microsoft office word ...*

* *Name :*

Date :

* *Activity ...*

* *Create a new file to write the following text :*

Friend

True friendship is perhaps the only relation that survives the trials and tribulations of time and remains unconditional. A unique blend of affection, loyalty, love, respect, trust and loads of fun is perhaps what describes the true meaning of friendship. Similar interests, mutual respect and strong attachment with each other are what friends share between each other. These are just the general traits of a friendship. To experience what is friendship, one must have true friends, who are indeed rare treasure .

**Do the following :*

- 1) *Save the file as Friend .*
- 2) *Change the font type of text from " Arial " to line " Arabic typesetting".*
- 3) *Change the size of the " Friends " paragraph from line 14 to line 22 .*
- 4) *Make the paragraph title Bold .*
- 5) *Underline the word "friendship " in the text .*
- 6) *Make this phrase italic "These are just the general practices of a friendship " in the text .*
- 7) *Align the text to the left .*
- 8) *Use a centering tool to center the paragraph title .*
- 9) *Make the paragraph title red .*

* *Worksheet for computer material for fourth grade ...*

* *Microsoft office word ...*

* *Name :*

Date :

* *Activity ...*

- *Open the Microsoft office word ...*
- *Create a new file to print the following text :*

1) *I love my mom and dad .*

2) *My brothers .*

3) *My friends .*

4) *My school and my teacher .*

- *Copy the word " I love " at the beginning of all previous sentences .*

* *Worksheet for computer material for fourth grade ...*

* *Internet Explorer .*

* *Name : Date :*

* *Activity ...*

1) Open your Internet browser .

2) Write the address of the University of Jordan website .

3) Click on one of the links on the site .



* *Worksheet for computer material for fourth grade ...*

* *Insert ...*

* *Name :*

Date :

* *Sort the steps of inserting an image :*

Select Insert menu



*Select the image by clicking
on it with the left mouse
button*



Press the Insert button



*Click on an image tool from
a graphic set*



*Place the cursor in the place
where the image is inserted*



*Select the file where the
image is needed*

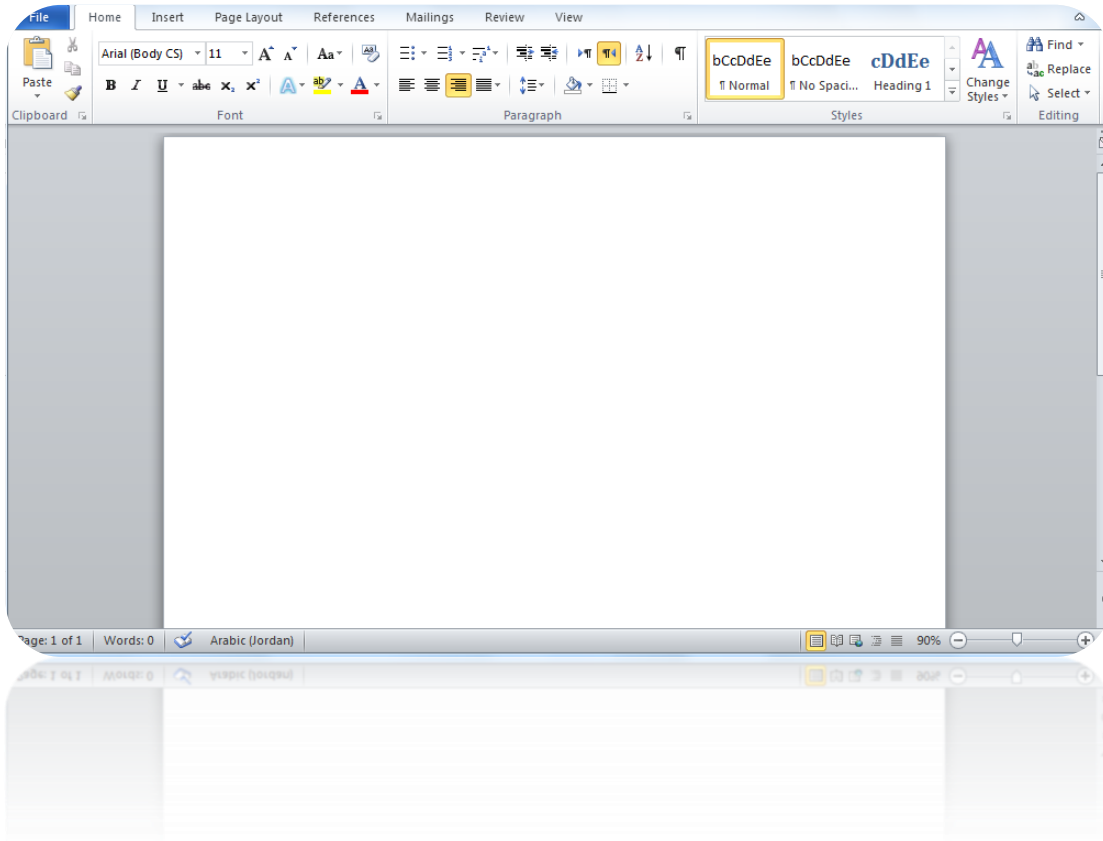


* *Worksheet for computer material for fourth grade ...*

* *Microsoft Office Word ...*

* *Name : Date :*

* *Colour ...*



★ *The Menu Bar red .*

★ *The Title Bar green .*

★ *The Work Area blue .*

★ *The Toolbar yellow .*

* *Worksheet for computer material for fourth grade ...*

* *Microsoft Office Word ...*

* *Name :*

Date :

* *Arrange the groups in the Insert bar :*

Illustrations

1

Links

2

Text

3

Tables

4

Pages

5

Symbols

6

Header and Footer

7

* *Worksheet for computer material for fourth grade ...*

* *Opening Internet Explorer ...*

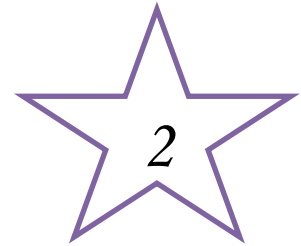
* *Name : Date :*

* *Arrange Steps to Open an Internet Browser :*

Click on (All Programs)



Click on (Internet Explorer)



Click on (Start)



* *Worksheet for computer material for fourth grade ...*

* *Internet Explorer Window Components ...*

* *Name : Date :*

* *Range the components of the web browser window :*

Explorer Bar

Status Bar

Title Bar

Adress Bar

Scroll Bar

Menu Bar