Worksheet for computer material for fifth grade …

Internet …

Name : ……………………..   Date : …………………

Describe the ethics of dealing with the Internet :

1)…………………………………………….

2)……………………………………………..

3)………………………………………………

4)………………………………………………...

5)……………………………………………….

Good luck

* Anti – Virus ...

* Name : ....   Date : ....

* Tick the correct phrase and an error mark in front of the wrong phrase ..

1) It is not necessary to check the files we get from outside the machine either from the Internet or from an external storage device .   ☐

2) Computer viruses are programs designed

to damage data or software .   ☐

3) The disadvantages of the anti-virus program

decrease its effectiveness over time .   ☐

* Describe some viruses that are spread over the Internet :

1)..

2)..

3)..

4)..

5)..

1) *How many unread messages ???*

2) *Put a signal (*) in place where you write messages ???*

3) *Put a signal (x) in place who of the person to whom it is sent ???*

4) *Put a signal (y) in place subject of the message ???*

★ *Answer yes or no in each of the following :*

1) *A file can be attached to an email .*   (   )

2) *Messages in the Inbox can't be deleted .*   (   )

3) *You can create a new message and send it to*

anyone who has an email .   (   )

4) *I can browse my inbox without accessing my account .*   (   )

5) *Requires open email and send messages to*

Internet connection .   (   )

★ *What are the following abbreviations ???*

jo	➡	

ae	➡	

kw	➡	

sa	➡	

eg	➡	

* Internet , internet websites ...

* Name : ....   Date : ....

* What are the following abbreviations ?

com	→	
gov	→	
edu	→	
org	→	
info	→	
net	→	
mil	→	

* *Worksheet for computer material for fifth grade …*

* *Microsoft office word …*

* *Name : ……………………… Date : …………………*

* *Get from the first column as appropriate from the second column …*

(types of lines, colors, and sizes)	(Write text of different types)
(on paper)	(Format text using)
(of fonts, sizes and colors)	(Text printing)

Complete the following sentences as appropriate …

1) When we want to write text using a word processor program, we enter texts by means of a word processor …………………………

2) Adjust page borders and format them

from a command ……………………

3) To insert automatic shapes, click on …………………

* *Worksheet for computer material for fifth grade ...*

* *Microsoft office word ...*

* *Name : ....   Date : ....*

* *Complete the typing steps inside the AutoShape ...*

1) Select the AutoShape you want ....inside it .

2) Right click on the shape and choose from the Add ....

3) Write the .... that you want .

* *Tick a flag or an error tag :*

1) Use the Shape Fill tool to color the interior

spaces of shapes .   (   )

2) Use the Shape Outline tool to color the

 internal lines of shapes .   (   )

3) We can't change the shadow effect color

 of the shadow coloring tool .   (   )

4) To navigate within the table we use the

 arrow keys or tab key from the keyboard .   (   )

* *Worksheet for computer material for fifth grade ...*

* *Internet ...*

* *Name : ....   Date : ....*

* *Correct the words beneath the line :*

1) *The Internet is **a small** network made up of a handful of computer networks around the world .*

(...................)

2) *The computer networks of the Internet are **not connected** to one another .*

(...................)

3) *The benefits of the Internet **waste** time, effort and money .*

(......................)

4) ***Difficulty** accessing information on the Internet .*

(......................)

5) *We can open the browser software directly by double-clicking it **right-click** .*   (......................)

6) *Each site has its own address and **can be repeated** .*

(......................)

7) *E-mail is a means of exchanging messages over the Internet and does **not require** the sender and the future to own a private address .*

(......................)

* Worksheet for computer material for fifth grade ...

* Tables ...

* Name : …………………………   Date : …………………..

* Complete the steps for creating tables :

From the Table menu, put the cursor ..... On the Insert command, then show a submenu click table .

You will see a dialog box insert a table, select the number of columns and .... Then click OK .

Finally , the table will appear in the place you previously selected and the number .... and the rows you entered .
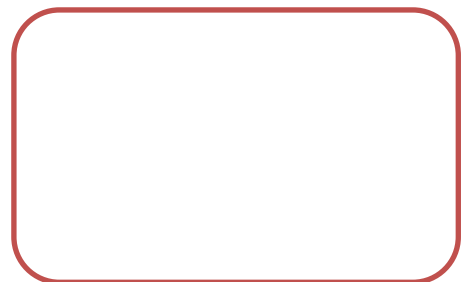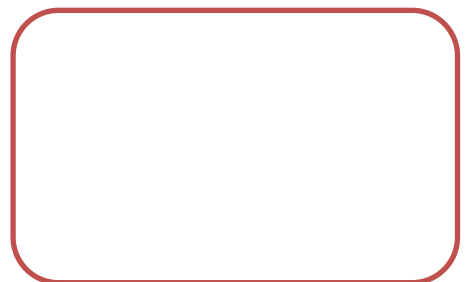
Worksheet for computer material for fifth grade …

Microsoft Office Word …

Name : ………………………   Date : ………………..

Note the benefits of some keyboard buttons :

Backspace ➡️ [ ]

[space bar] ➡️ [ ]

Enter ➡️ [ ]

↑ Shift	→
Caps Lock	→
Alt / ↑ Shift	→
Delete	→

* *Worksheet for computer material for fifth grade …*

* *Microsoft Office Word , Title Bar …*

* *Name : ………………………...   Date : …………………*

* *List the names of the commands that the address bar contains :*

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