

## SENIORS GO DIGITAL

### COMPUTER BASICS & PROBLEM SOLVING

#### Self-Assessment & Final Assessment Questions

##### 1. Matching

Single clicking of the mouse usually	Selects an item
Double clicking of the mouse usually	Opens items, folders, programs
	Delete items, folders, programs

##### 2. Matching (place in the right order)

1	Place the cursor to the item you want to drag
2	Click and hold the primary button in order to select the item
3	Drag the item to the desirable location

##### 3. Fill in the gap

In order to type a special character, you need to press and hold the \_\_\_\_\_ Key and the key where this character appears

- a. Caps Lock
- b. Shift
- c. Tab

##### 4. Matching

Caps Lock	Toggles the letter keys between uppercase and lowercase
Backspace	Deletes the character in the left of the cursor
Tab	Creates a paragraph spacing
Num Lock	Toggles activation of Numeric Pad
Delete	Deletes the character in the right of the cursor

##### 5. By pressing which combination of keys can you change the input language?

- a. Shift + Alt
- b. Shift + Tab
- c. Ctrl + Alt

**6. To connect to a Wi-Fi network place, you need to (place in the right order)**

1	Make sure Wi-Fi is turned on on your computer
2	Choose the desirable network from available list
3	Insert the password if needed
4	Click connect

**7. If you don't know the exact address of the webpage you want to visit you can perform a Google Search by using some keywords-phrases relevant to the website you want to visit.**

a. True

b. False

**8. To print a word document, you need to (place in the right order)**

1	Connect a printer to your computer and turn it on
2	Go to the file you want to print and press Control + P
3	Set up the printing (e.g. No of copies, pages, etc.)
4	Press print

**9. What is advised to do when you face a computer problem?**

a. Restart the computer

b. Shut down the computer

c. Call a service provider

**10. What should you do when an application stops running?**

a. Shut down the computer

b. Open the "End task" by pressing Ctrl+Alt+Delete and end the application

c. Check the cables