Name _____ Date _____

ICT · The desktop

Desktop Words

Match the word to its meaning.

Write the letter in the box.

☐ **1.** icon

☐ **2.** folder

☐ **3.** taskbar

☐ **4.** window

☐ **5.** cursor

a) keeps files together

b) shows where you are typing or pointing

c) the bar at the bottom of the screen

d) a small picture for a program

e) a box where a program opens

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ICT · The desktop

Starting and Stopping

Number the steps for shutting down: 1 to 3.

1. Click Shut down. _____

2. Save your work and close programs. _____

3. Click the Start button. _____

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Name _____ Date _____

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Save Your Work

True or false?

1. If we do not save, we can lose our work. True False

2. We should give our file a good name. True False

3. Switching off at the wall is the best way to shut down. True False

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ANSWER KEY

Name _____ Date _____

ICT · The desktop

Desktop Words

Match the word to its meaning.

Write the letter in the box.

d	1.	icon
a	2.	folder
c	3.	taskbar
e	4.	window
b	5.	cursor

a) keeps files together

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ANSWER KEY

Name _____ Date _____

ICT · The desktop

Starting and Stopping

Number the steps for shutting down: 1 to 3.

1. Click Shut down. **3**
2. Save your work and close programs. **1**
3. Click the Start button. **2**

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ANSWER KEY

Name _____ Date _____

ICT · The desktop

Save Your Work

True or false?

1. If we do not save, we can lose our work.

True False

2. We should give our file a good name.

True False

3. Switching off at the wall is the best way to shut down.

True **False**

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