

Note:-Answer the following and additional questions you have to write in fair copy and exercise to be done in book (fill ups, True/False, multiple choice questions)

Chapter3

Know Your Windows

I. Answer the following:-

1. What is desktop?

Ans. The desktop is the opening screen in windows.

2. Explain any two features of windows 7.

Ans. Features of windows 7:-

a. It is easy to use.

b. It is attractive.

c. It is event driven.

d. It supports multitasking.

3. What is the use of 'Computer' icon?

Ans. Computer icon is useful for finding, organizing, moving and copying files in a computer.

4. Which button opens the start menu?

Ans. Start button opens the start menu.

II. Additional Questions:-

1. Write the steps to create a file?

Ans. Steps to create a file:-

- 1) Open MS Word, it starts with a blank page.
- 2) Start typing text on the blank page.
- 3) After completing your work, save your work using office button > Save option.
- 4) Type a 'File name' in the 'Save As' dialog box.
- 5) This creates a new file.

2. Write the steps to create a folder?

Ans. Steps to create a folder:-

- 1) Right-click in the blank area of the desktop.
- 2) A pop-up menu appears.
- 3) Select the New option .A new sub-option appears.
- 4) Click on the Folder option. A new folder will be created and displayed on the desktop.
- 5) Type the name of the folder at the cursor position and press the Enter key.
- 6) A new folder is created.

A. Fill in the blanks:-

1. The most important program of a computer is the operating system.
2. An icon is a small picture displayed on the desktop.
3. When we switch on a PC, the opening screen of windows is called desktop.
4. Windows is event driven.

5. Most programs place a button on the taskbar when they are opened.

B. State True or False:-

1. The taskbar can be dragged to any of the four sides of the desktop.(True)
2. In Windows, we can run only one program at a time .(false)
3. Windows 98 is the first graphical version of windows.(false)
4. An operating system controls all the activities of a computer.(True)
5. When an application is active ,its button on the taskbar is highlighted in a lighter shade and appears to be pushed in (True)

C. Multiple Choice Questions:-

1. Windows 10 is the latest version of Windows.
a.WindowsVista b. Windows 8 c. Windows 10
2. The Task bar has the start button and the Notification Area.
a.Status bar b. Menu bar c.Task bar
3. The Context menu is also called the Shortcut Menu.
a. Second b. Shortcut c. Desktop