Class VII Subject: Computer

1. Tick the correct answer.
   1. I
   2. Ii
   3. I
   4. Iv
   5. Iv
2. Answer the following as true or false.
   1. F
   2. F
   3. F
   4. T
   5. T
3. Match the following
   1. Iv
   2. Iii
   3. Ii
   4. V
   5. I
4. Fill in the blanks:
   1. GUI
   2. Bottom
   3. Shortcut
   4. Folder
   5. Show desktop
5. Very short type answer.
   1. Multitasking facility is used to manage multiple opened window by using three method:
      1. Cascade windows
      2. Show window stacked
      3. Show window side by side
   2. Show desktop option is present under taskbar property, which can be seen by right clicking on taskbar (bottom of the screen).
   3. Sort By option in the context menu by right clicking on desktop.
6. Short Answer type questions.
   1. Window operating system is more popular than other because it is most user friendly and support graphic components like start button, taskbar, menus, icons, etc. which help the user to interact with the computer system in a most user friendly environment.
   2. Shortcuts are the link to any accessible file, folder or program.

Using shortcut links you can quickly access he linked files, folder or program without selecting their original location. To create a shortcut follow the steps:

* + 1. Right click on the icon of the file/ folder or program, whose shortcut I is required on the desktop.
    2. Choose Send to option in the context menu and click Desktop(create shortcut) option in the cascading menu.
    3. The shortcut link will appear on the desktop.
  1. The available option are:
     1. Name: to arrange icons in the alphabetical order.
     2. Size: to arrange icons in the order of their storage size
     3. Item type: to arrange icons as per the item categories(word, excel, powerpoint, image, video, etc.)

1. Application oriented question:
   1. She can follow the steps to create shortcut.
   2. To arrange the opened window , right click in the empty area of the taskbar , and choose the way, you want windows to be organized on the screen.(cascade window, show window stacked, show window side by side)
   3. She can arrange the icon on desktop.