

Exercises

Tick (✓) the correct answer

1. A set of programs that manages a computer's resources is called:
 - a. GUI []
 - b. Operating system [✓]
 - c. Mother system []
 - d. System of operations []
2. What kind of interface does Windows have?
 - a. CUI []
 - b. MUI []
 - c. TUI []
 - d. GUI [✓]
3. The Desktop background on which icons are placed is called
 - a. Taskbar []
 - b. Icons []
 - c. This PC []
 - d. Wallpaper [✓]
4. When you click on this icon, all Windows get minimized and the Desktop appears
 - a. Taskbar [✓]
 - b. Icons []
 - c. Desktop []
 - d. Wallpaper []
5. When you store your work under a name on your disk, it becomes a
 - a. Folder []
 - b. File [✓]
 - c. Envelope []
 - d. None of these []
6. A folder keeps files organized by:
 - a. Grouping them [✓]
 - b. Hiding them []
 - c. Scattering them []
 - d. Deleting them []
7. When you delete a file it goes to
 - a. Desktop []
 - b. My document []
 - c. Recycle Bin [✓]
 - d. Video Folder []

Fill in the blanks.

1. The operating system of a computer is responsible for the storage/retrieval of files and for managing the information.
2. The Windows OS is also called GUI.
3. The start button is located on the Taskbar.

4. When you delete a file, it goes to the Recycle Bin.
5. Folders keep files organized by grouping them together.
6. To copy a file into a folder, press the Ctrl key and drag and drop it into the folder.

Write (T) for True and (F) for False.

1. Icons represent the programs associated with them. (T)
2. The taskbar is located in the middle of the Desktop. (F)
3. You can get a deleted file back from the Recycle Bin if the Bin has not been emptied. (T)
4. A file is your computer works stored under a name on your disk. (T)
5. You cannot rename a file or a folder. (F)
6. You cannot create a folder within another folder. (F)

Answer in one word/sentence

1. What is the bar at the bottom of the Desktop screen called?
Ans. Taskbar.
2. Name the button which when clicked gives us a number of options to access other programs.
Ans. Start Button.
3. What stores your computer work under a name on the disk?
Ans. File.
4. Name the software program which let's you draw to create a file.
Ans. Paint.
5. In which software can you create text files?
Ans. MS Word.
6. Where do all the deleted files or folders go?
Ans. Recycle Bin.

Give Short Answers.

1. What is an Operating System?
Ans. An Operating System is a set of programs that manages a computer's resources.
2. Why is the Windows Operating System called GUI?
Ans. Because commands used in it are in the form of small pictures called icons.
3. What is Desktop? Write down the names of its components.
Ans. Desktop is the look of the screen that opens when you switch on the computer. It's components are wallpaper, icons, taskbar, search box.
4. What is a file?
Ans. A file is the computer work stored under a name on a disk.
5. Why are folders important?
Ans. A folder keeps files organized by grouping them together.
6. What happens when you delete a file?
Ans. It disappears from the place where you deleted it and goes into the Recycle bin.

<https://youtu.be/rQGe7y7uX2k>

YouTube link 