

Exercises

Tick (✓) the correct answer

1. Which of the following are small graphical pictures?
 - a. Icons (✓)
 - b. Start button
 - c. Taskbar
 - d. None of these
2. Which of these is not a Window component?
 - a. Title bar
 - b. Menu bar
 - c. Maximize button
 - d. Start button (✓)
3. What is the full form of GUI?
 - a. Graphical user interface (✓)
 - b. Graphical user internet
 - c. Graphical under interface
 - d. Great user interface
4. When we delete a file from the computer, where does it go?
 - a. Recycle bin (✓)
 - b. Taskbar
 - c. Documents
 - d. trash
5. The restore down button will be displayed only when the window is
 - a. Minimized
 - b. Maximized (✓)
 - c. Closed
 - d. None of these
6. Folder keep files
 - a. unorganized
 - b. hidden
 - c. organized (✓)
 - d. closed

Fill in the blanks.

1. The operating system arranges and manages your files on the disk for quick and easy access.
2. Windows provides a GUI that uses graphics or pictures to help the user navigate within the computer system.
3. To search for files, we can use the search box which has been provided in the start button menu.

4. A file in your computer is the computer work stored (on the disk) with a name on it.
5. A folder on a computer keeps the files organized on the disk.
6. The This PC icon is used to show the contents of your computer.
7. When you click on the minimize button, the window will shrink to the size of a rectangular button on the taskbar.
8. When you move your mouse pointer to a minimized window button on the taskbar a small picture appears that shows you to a mini version of the corresponding window. This preview is also called thumbnail preview.

Write True or False.

1. An operating system enables interaction between a user and the computer. True
2. Windows operating system provides the commands in the form of small icons. True
3. Click on the start button to access the programs that you wish to work in. True
4. Whenever you double click on icon, its contents will open and to Windows simultaneously. False
5. Everything that a computer does is stored in files. True
6. With thousands of files stored inside a computer, it is very important to keep them organized and folders. True
7. Library folders manage your documents, songs, pictures and video files. True
8. When you delete a file, it is not removed from the computer immediately. Instead it goes to the recycle bin. True
9. You will see a blue bar - called the status bar – at the lower end of the window, and three buttons on its right side. False
10. The restore down button will be displayed only when a window is maximized. True

Answer in one word/sentence.

1. Name the components of Windows 10.

Ans- Icons, Taskbar, Start button, Search box.

2. What are icons?

Ans- Icons are small images that represent programs, documents or other elements.

3. What is a file?

Ans- A file is the computer work stored on a disk with a name.

4. What is a folder?

Ans- Folders keep files organised on a disk.

5. What is the function of library folders?

Ans- Library folders manage our documents, songs, pictures and video files.

6. What do you know about the title bar?

Ans- The title bar is a bar located at the top of a window that displays its name.

Give short answers.

1. What is an operating system?

Ans- The operating system arranges and manages your files on the disk so that you can access them easily and quickly.

2. What are icons and what is their function in Windows?

Ans- Icons are small images that represent programs, graphics, documents or other elements.

3. What is the use of Search Box with the Start button?

Ans- To search for files, you can use the search box which is present in the start button menu.

4. What is the use of This PC icon?

Ans- This PC icon is used to display the contents of our computer.

5. How does the thumbnail preview work?

Ans- When you move your mouse pointer to a minimized window button on the taskbar a small picture appears also called thumbnail preview.