CH- 4

MS WINDOWS 7

Q/A

1.Write the names of some icons present on a desktop.

Ans: My computer , Real player, Recycle bin etc.

2. What is a file?

Ans: A file is an object that contains the information stored in the computer.

3.Define the following terms.

Ans: a. **Icon:** Icon is a small picture that represents an object or program.

b. **Screen saver:** Screen saver is a computer program that shows a moving image or set of images on a computer screen ,when the computer is on ,but not being used.

c. **Wallpaper:** The background screen of the desktop is called wallpaper.

4.How will you exit windows?

Ans: 1.Click on Start button on the taskbar.

2.Click on shut down. A message –"Windows is shutting down" will appear on the screen.

After some time the windows shuts down and the screen becomes black in color.

5.What is an operating system?

Ans: An operating system is a software that controls all the activities of a computer. Ex- Windows Linux, Mac OS etc.

6.What is a software?

Ans: A software is a set of computer programs which gives instructions to the computer to perform task.

7.What is the use of Recycle Bin?

Ans: Recycle Bin is used to store the files or folders that are not permanently deleted.

8.How can we move a window?

Ans: To move a window , follow the given steps:

1. Move the mouse pointer towards the Title bar.

2. Click and hold the left mouse button.

3.Drag the window to the new position where you want to shift it.

9.What do you mean by "renaming a folder"?

Ans: Rename means to change the name of an existing file or folder.

10.What is the difference between copy and move?

Ans: When a file or folder is copied ,then it is duplicated at the target location. That is the file or folder remains at the original location.

When a file or folder is moved then it is removed from the original location and placed at the target location.

11.How can we create a folder?

Ans: To create a new folder follow the given steps:

1.Right click on Desktop.

2.Select new and a submenu appears.

3.Click on folder.

4.Type the name of the folder as you want ,for example My folder.

12.How can we select multiple files or folders?

Ans: To select adjacent files or folders, click the first folder to be selected. Hold down the Shift key and click on the last file or folder to be selected. All the adjacent files or folders are selected.

To select non- adjacent files or folders ,click the first file or folder to be selected .Then hold down the Control key and click on each of the items to be selected. All the non-adjacent files or folders are selected.