

## Multiple Choice Questions

1. Can we restore items present in Recycle Bin?

(a) Yes

(b) No

(c) In some cases

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

(a) Ctrl

(b) Shift

(c) Tab

3. If you do not move the mouse or press any key for some time, a moving picture appears on the screen. This is called the \_\_\_\_\_.

(a) Wallpaper

(b) Background

(c) Screen saver



## EXERCISES

A. Choose the correct option and write in the space provided.

1. To permanently delete a file or folder, press Shift+Delete.  
(a) Ctrl + Delete                      (b) Shift + Delete                      (c) Table + Delete
2. A moving text or picture on computer screen is called screen saver.  
(a) desktop                      (b) icon                      (c) screen saver

3. Recycle bin acts like a dustbin of the computer.  
 (a) files (b) <sup>✓</sup> Recycle Bin (c) windows
4. A file contains the information on the computer.  
 (a) tile (b) <sup>✓</sup> File (c) pile

**B. Fill in the blanks.**

- documents <sup>3</sup> rename Files <sup>1</sup> deleted <sup>2</sup> shut down
1. A folder is a collection of files.
2. Recycle Bin stores the deleted items.
3. Documents icon contains files and folders.
4. Rename means to change the name of a file.
5. To quit windows, click Start button and then shut down.

**C. Tick (✓) correct and cross (X) the wrong ones.**

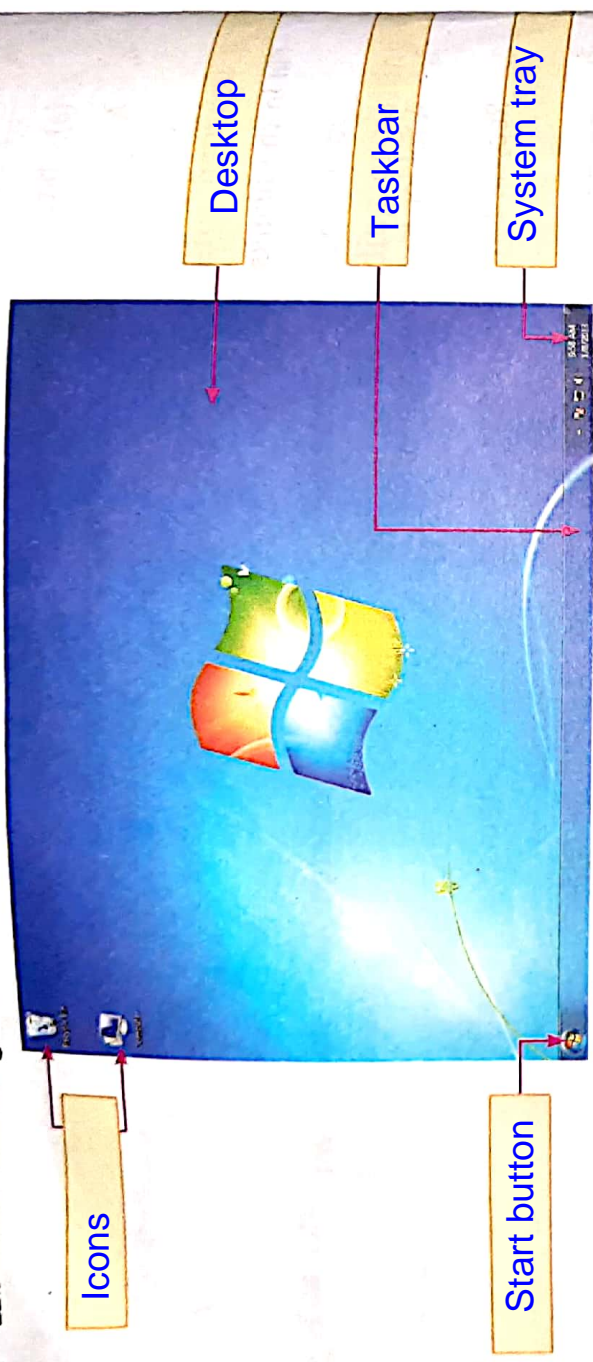
1. You can also copy a file by pressing Ctrl + C.
2. Small pictures on desktop are called items.
3. Windows 7 is not an operating system.
4. You cannot create more than one new folder.
5. Recycle bin stores all your important files.

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**D. Answer the following Questions.**

1. Write the names of some icons present on a desktop.
2. What is a File?
3. Define the following terms.  
 (a) Icon  
 (b) Screen saver  
 (c) Wallpaper
4. How will you exit Windows?

E. Label the following screen.



F. Arrange the jumbled words.

1. C I O N      I   C   N      O      N
2. E S D K O T P      D   E   S      O      K      T      O      P
3. I E F L      F   I   L      L      E
4. O L F E R D      F   O   L      E      R      D
5. L L A W P R A P E      W   A   L      L      P      A      P      E      R

G. Write the function of following shortcuts.

1. Ctrl + C      To copy a file or folder.
2. Ctrl + V      To paste a file or folder.
3. Ctrl + X      To cut a file or folder.
4. Shift + Delete      To permanently delete a file or folder.



### In the Lab

Check the search facility of Windows 7. Create a file in some folder. Name it whatever you want. Enter the file name in search box. (Click start button and in the menu a box appears to search for files/folders). See if it searched the file correctly.

### TEACHER'S NOTES

- ✦ Allow the students to create their own folder and explain how to cut, copy, paste and rename it. Also allow them to change wallpaper and screen saver on the computer.
- ✦ Teach students various ways to do the same thing, like creating a folder, renaming a folder etc..