

GRADE : 4

Subject : Computer

Chapter: 2 **GUI operating system- Desktop Management**

New words

1. desktop	9. Rename
2. Icons	10. Delete
3. Taskbar	11. Restore
4. Start Button	12. Drag and Drop
5. Shortcut	13. Right-click
6. Recycle Bin	14. Properties
7. Folder	15. Manage
8. File	

A: Short Answer Type Questions

1. Write the names of any two components of Windows 7 desktop.

Ans: Icons

Taskbar

2. What is an icon?

Ans: An icon is a small picture on the desktop that represents a file, folder, or program.

3. What is Quick Launch bar?

Ans: The Quick Launch bar is a section on the taskbar that allows you to open programs quickly with one click.

4. What is shortcut menu?

Ans: A shortcut menu is a list of commands that appears when you right-click on an item.

B. Long answer type questions.

1. Write the steps to change the position of the taskbar.

Ans: Right-click on the taskbar and uncheck Lock the taskbar.

Drag the taskbar to the top, left, or right side of the screen.

Right-click again and select Lock the taskbar to fix its position.

2. Write the steps to change the desktop background.

Ans: Right-click on the desktop and select Personalize.

Click on Desktop Background.

Choose an image and click save changes.

3. What is the use of Aero Peek feature?

Ans: Aero Peek lets you see the desktop by making all open windows transparent when you hover over the Show desktop button.