

**Q.1. Fill in the blanks with the correct words:**

(Right-click<sup>5</sup>, Desktop<sup>2</sup>, folder<sup>4</sup>, Bill Gates<sup>1</sup>, Icons<sup>3</sup>)

- (1) Microsoft Windows 7 is a multi-tasking Operating System developed by the Microsoft Corporation founded by Bill Gates.
- (2) The first screen which is displayed on the monitor after booting the computer with Windows 7 is known as desktop.
- (3) Icons are the small pictures present on the desktop. They represent different programs, files and folders.
- (4) A folder is a collection of files or sub folders.
- (5) If you right click with your mouse on the Desktop, it will open the shortcut menu.

**Q.2. Write 'T' for a True statement and 'F' for a False statement:**

- (1) Windows 7 is a Graphic User Interface which allows the user to select commands and options with the help of a mouse.
- (2) The Taskbar is always situated at the bottom and you cannot move it anywhere on the Desktop.
- (3) Screensaver is the picture at the background of the desktop.
- (4) System Icons are the default icons created by Windows, for example, Computer, Network, and Recycle Bin.
- (5) A file or folder once deleted cannot be restored back.

T

F

F

T

F



Q.3. Arrange the series of steps in the right order:

(1) To Delete a File or Folder:

- (a) The 'Confirm Folder Delete' dialogue box appears. Select Yes ☐
- (b) The File or Folder is deleted ☐ d
- (c) Right-click on the file or folder to be deleted ☐ c
- (d) Click on the 'Delete' option in the dropdown menu ☐ b

(2) To Copy a File or Folder:

- (a) Right-click and click 'Paste' ☐ d
- (b) Go to the location where you want the file/folder to be copied to ☐ c
- (c) Select 'Copy' option ☐ b
- (d) Right-click on the folder or file you want to copy ☐ a

(3) To arrange icons automatically on the desktop:

- (a) Click on 'View' option and another pop-up menu will appear ☐ c
- (b) Click on auto arrange icons ☐ a
- (c) Right-click anywhere on the desktop. Shortcut menu will appear ☐ b

Q.4. Look at the following image and identify the Icons:

