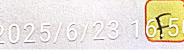
Q.1. Fill in the blanks with the correct words: (Right-click, Desktop, folder, Bill Gates, Icons)

- (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) <u>Trons</u> 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

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
- (3) Screensaver is the picture at the background of the desktop.
- (4) System Icons are the default icons created by Windows, for example,
- (5) A file or folder once deleted cannot be restored back.







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
 - (c) Right-click on the file or folder to be deleted -
 - (d) Click on the 'Delete' option in the dropdown menu
- (2) To Copy a File or Folder:
 - (a) Right-click and click 'Paste'
 - (b) Go to the location where you want the file/folder to be copied to
 - (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 (
 - (b) Click on auto arrange icons ()
 - (c) Right-click anywhere on the desktop. Shortcut menu will appear

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

