



Assess Yourself

A. Choose the correct option for each of the following:

- Files, folders, and programs on the Desktop are represented as _____.
☒ Icons ☐ Cartoons ☐ Videos ☐ Banners
- The background of the Desktop is also known as _____.
☐ Taskbar ☒ Wallpaper ☐ Videos ☐ Banners
- The shape of tiles in the Start menu is _____.
☒ Rectangle ☐ Triangle ☐ Circle ☐ Square
- You can open the settings window by _____ on the Desktop.
☐ Double click, ☒ Right click ☐ Click ☐ All of these

B. Fill in the blanks with the correct answer.

tiles shortcut Context medium Screen saver

- The ~~Screen~~^{Saver} prevents screen burn-in.
- The size of the icons can be large, medium and small.
- The Start menu displays shortcut for programs in the form of rectangular tiles.

4. The shortcut menu is also known as context menu.
5. A shortcut of a program helps to open it quickly from the Desktop.

C. Read the following statements and write 'T' for True and 'F' for False.

1. You can use a video as a Desktop background.
2. You can add tiles of various programs on the Desktop.
3. You can add the tiles in the Start menu.
4. A Screen saver protects the monitor screen from water and dust.

F
F
T
F

E. Answer the following questions.

1. Write the steps to set an image as the Desktop background.

1. Right click on the Desktop. 2. Click on Personalization option. A window opens. 3. Choose a picture of your choice. The background changes. Click on the close button on the title bar.

2. What is the purpose of a Screen saver?

A Screen Saver is a utility that displays moving patterns or images on the screen.

3. How can you add tiles in the Start menu?

1) Click the start button to display the start menu. 2) In the list of programs, right click the program whose tile you want to add in the start menu.

4. How can you arrange icons on the Desktop?

1) Right click in an empty area on the desktop. A menu appears. 2) Click sort by. Name, Size, item type or Date modified as needed.

5. What is the use of creating a shortcut of a program on the Desktop?

We can create shortcuts for programs/files/folders

that we use more often to open them directly from the desktop.