

GURU GOBIND SINGH PUBLIC SCHOOL – CHAS (BOKARO)
ASSIGNMENT 17

CLASS : 2

SUBJECT : COMPUTER

DATE: 17/8/2020

CHAPTER NO. 4

CHAPTER'S NAME: USING MS WINDOWS

SESSION: 2020-21

MS WINDOWS:

MS Windows is the most commonly used operating system. It is a user- friendly system which uses picture icons that are clicked using the mouse to carry out various tasks on the computer.

Features of MS Windows:

1. Fast and safe.
2. Easy to learn and use.
3. Plays music, video, etc.
4. Supports latest gaming programs.
5. Supports connectivity across the world.

COMPONENTS / PARTS OF MS WINDOWS:

Desktop

The initial background screen of MS Windows is called desktop.

The desktop displays the various folders, programs etc. that are stored in the computer memory, which are easily and quickly accessible to the user.


Icons

These are symbols or pictures of programs/software available on the system for use. Icons can also be made as short –cuts for the programs.

Taskbar

This is the long horizontal bar located at the bottom of the screen. It contains buttons having icons on them representing each program that can be activated quickly.

Start Button

Start button is  round windows icon on the left side of the Taskbar. Start button gives you list of the software programs and documents on the computer.

Steps to start MS Paint program:

Step 1: Click on Start button.

Step 2: Click on Programs option.

Step 3: Click on Accessories option.

Step 4: Click on Paint option.

Steps to exit from Windows:

Step 1: Click on Start button.

Step 2: Click on Shut down option.

A. Answer the following questions:

1. What is MS Windows?

Ans.: MS Windows is an operating system which enables the user to interact with the computer.

2. What is Desktop?

Ans.: The initial background screen of MS Window is called Desktop.

3. What is the use of the Taskbar?

Ans.: The Taskbar is used to access the programs that are currently running.

4. List the steps to start MS Paint program.

Ans.: Steps to start MS Paint program:

Step 1: Click on Start button.

Step 2: Click on Programs option.

Step 3: Click on Accessories option.

Step 4: Click on Paint option.

5. How will you exit from Windows?

Ans. : Steps to exit from Windows:

Step 1: Click on Start button.

Step 2: Click on Shut down option.

B. Choose (✓) the best option from those given in the following:

1. The screen obtained by switching ON the computer is called the
(a) Pop-up menu (b) Desktop ✓
(c) Icon (d) None of these
2. Small pictures / symbols representing a program are called
(a) Icons ✓ (b) Buttons
(c) Submenus (d) None of these
3. MS Windows is a / an
(a) paint software (b) operating system ✓
(c) program (d) none of these
4. You can select any option in Windows by clicking the
(a) left button of mouse, twice (b) right, button of mouse, once
(c) left, button of mouse, once ✓ (d) none of these
5. Program window can be opened by clicking on
(a) Taskbar (b) Icons
(c) Start button ✓ (d) None of these

C. Identify the icons given below and write the names of programs / software that they represent:

i)



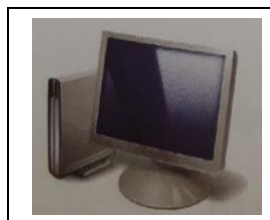
Folder

ii)



Recycle Bin

iii)



Computer