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Course Book : ADD ON A book on Computers   **Session: 2020-21**

Ch.4: Using MS Windows

Note: Dear Students, read the Chapter 4 of Course Book very carefully before going to start the answering of asked questions in "WEEKLY ASSIGNMENT " in a Computer Notebook. Your C.W. is to write the answer of Q.No. A:1 to 5 in a Computer Note Book and H.W. is to write B(1) to E(5) in Computer Course Book.

A. Answer the following questions:

1. What is MS Windows?
2. What is Desktop?
3. What is the use of the Taskbar?
4. List the steps to start MS Paint program.
5. How will you exit from Windows?

B. Match the following:

	I		II
1.	Popular operating system	a.	Triangular symbols
2.	Initial screen of MS Windows	b.	Icons
3.	Short-cuts	c.	MS Windows
4.	Exploring Windows	d.	Desktop
5.	Submenus	e.	Start button

C. Fill in the blanks using suitable words from those given below:

programs	desktop	pop-up	programs	bottom-left

1. _____ is the initial screen of MS Windows.
2. Icons represent certain _____ .
3. Start button is located at the _____ corner of the screen.
4. Clicking on Start button opens a _____ menu.
5. The option 'Accessories' can be accessed by clicking on the _____ option on the pop-up menu.

D. Tick (√) the correct statements and cross (X) the incorrect statements:

1. MS Windows is a type of computer.
2. Desktop is the name of a special monitor.
3. To explore Windows you must click on 'My Computer' Icon.
4. 'Turn off Computer' option can be accessed by clicking on the Start button.
5. Program window can be opened by clicking on Taskbar buttons.

E. Choose the best options 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