

Chapter - 2Understanding Windows

3

I Fill in the blanks :-

1. The desktop is the first screen of windows which appears when the computer is switched on.
2. Icons are the labelled pictures on the screen.
3. Windows 10 is the latest version of windows.
4. The right side of the Taskbar is called Notification Area.
5. To select non-adjacent items, hold down the Ctrl key and click on the desired items.

II State True or False :-

1. A clock is present on the left side of the Taskbar. False
2. To select an icon, simply click on it. True

3. Single-clicking on the icon opens the window.  False

4. To change the desktop background, left click on the blank area of the desktop.  False

5. Pressing the right button of mouse displays the shortcut menu.  True

### III Multiple Choice Questions :-

1. Operating system program manages all the jobs of a computer.

- a. Operating system
- b. Desktop
- c. Screen saver

2. Taskbar is a long horizontal bar located at the bottom of the desktop.

- a. Right
- b. Bottom
- c. Top

3. To arrange the icons on desktop, click on the blank area of desktop.

- a. Left
- b. Right
- c. Double

IV Answer the following:-

1) What do you mean by windows?

Ans - Windows is an operating system that controls and manages the functions of a computer.

2) What is Desktop?

Ans - The first screen that appears on starting a computer with labelled pictures, is called the desktop.

3) Describe the Taskbar?

Ans - Taskbar is a long horizontal bar located at the bottom of the desktop.