

Chapter 3

Windows 7 and its Applications

I. Descriptive type questions

1. What are the four functions of an operating system?

The four functions of operating system are:

- Device management
- File management
- Memory management
- Interface platform

2. Write the name of any two operating systems used in mobile phones.

Windows Mobile and Android are two operating systems used in mobile phones.

3. How will you save a picture in Internet Explorer?

To save a picture in Internet Explorer follow the steps given below:

- a. Right - click the picture.
- b. Click the save picture as... option
- c. In the save picture dialog box, browse to the folder where you want to save the picture
- d. Click the Save button.

4. Name the four views of the Windows Calculator.

The four views of the Windows Calculator are:

- Standard
- Scientific
- Programmer

- Statistics

5. How will you start Windows Media Player?

To start Windows Media Player, do the following:

Click Start -> All Programs -> Windows Media Player.

6. Define Gadgets.

Gadgets are small programs that you can place on your desktop for information at a glance.

7. What is an Operating system?

The software that enables users and other programs to communicate with and operate the computer hardware.

8. Write the difference between Notepad and WordPad?

Notepad	WordPad
It is a text editor that lets you view and modify .txt files.	It is a text-editing program you can use to create and edit documents. It includes rich formatting and graphics capabilities.

II. Application based questions

a. Saksham's teacher has taught them about different types of operating systems. The teacher has given them the following list and wants them to identify the operating system used in mobile phones. LINUX, Android, UNIX, Windows Mobile, BOSS, IOS. Can you also identify those operating systems?

Ans: Android, Windows Mobile, IOS

b. Pooja wants to use Calculator for her mathematics project. Can you tell her about the different views in which she can view Calculator? Which view should she use if she wants to do a normal calculation?

Ans: The different views in which she can view the Windows Calculator are:

- Standard

- Scientific
- Programmer
- Statistics

She should use the standard view for normal calculations.

- c. Monica is working as a receptionist and wants to have a calendar on the desktop. Can you suggest what she should do?

Ans: Monica should do the following:

- Right – click anywhere on the desktop and select Gadgets. The Gadgets gallery will appear.
- Select and drag the gadget Calendar and place it anywhere on the desktop.

Worksheet

1. **Favourite** is a link that provides quick and easy access to a webpage.
2. **History** is the list of URLs of websites visited over a fixed period.
3. **Gadgets** are small programs that you can place on your desktop for information at a glance.
4. **Paint** is a program for creating drawings.
5. **Calculator** is a program that allows the user to perform both simple and complex calculations.
6. **Web browser** is used to access the webpages.
7. **Back** is used to take you to the previous page that you were viewing in Internet Explorer.
8. **Forward** is used to take you one page forward.
9. **Refresh** is used to reload the page from the server.
10. **Home** button helps you to return to the Home Page.
11. **View favorites, feeds, and History** button manages favorites and history at one place.
12. Abbreviate the Following
 - a. URL - **Uniform Resource Locator.**

b. GUI - Graphical User Interface.

c. WIMP – Windows, Icons, Menus and Pointers.

13. Write down the steps to start Internet Explorer?

Ans: Select Start → All Programs → Internet Explorer

Or

Double click the Internet Explorer icon on the Desktop

Unscramble the words to find answer the following:

- | | |
|--|---------------------------|
| 14. The first page of the website [ehmo gpea] | <u>home page</u> |
| 15. Internet explorer is a type of [ebw rwbores] | <u>web browser</u> |
| 16. It contains the URL of the website [ddasser arb] | <u>address bar</u> |

CHAPTER 4

WINDOWS 7 – MANAGING FILES AND FOLDERS

I. Answer the following

1. Name the screen that has icons such as computer and recycle bin.

Desktop is the screen of Windows 7 that has icons such as Computer and Recycle Bin.

2. What are the three ways of copying or moving a file or folder?

The three ways of copying or moving a file or folder are

- i. Using the organize menu

- ii. Using the context menu

- iii. Using Drag and drop.

3. What are libraries? Name the four default libraries in Windows 7.

Libraries are the special folder that helps you access all your content of one type through a single folder.

There are four default libraries in Windows 7

- i. Documents

- ii. Music

- iii. Pictures and

- iv. Videos.

4. How will you create a new folder 'Academic Performance' in Windows Explorer?

To create a folder, follow these steps

In the left pane of the Windows Explorer screen, click the drive or the folder in which a new folder is to be created.

Click new folder. Or, in the right pane of the Windows Explorer screen, right-click the folder in which a new folder is to be created. A context menu opens. Select New Folder.

A 'New Folder' will appear in the right pane of the screen.

You will see the name highlighted in the name box. Type the new name 'Academic Performance'

5. How will you delete the contents of the Recycle Bin?

To delete the contents of the Recycle Bin, right click it and in the context menu that appears select the option 'Empty Recycle Bin'.

6. What is file and folder?

File is a collection of data or information. A folder is a location for organizing and storing files.

II. Application-Based Questions

a. Chinmay accidentally deleted a folder 'Logo Programs' from the D: drive. Can you help Chinmay to restore it? If yes, how?

Ans: Open the Recycle Bin by double-clicking the Recycle Bin icon on the desktop. To restore the file 'Logo Program', click it, and then, on the toolbar, click Restore this item.

b. Nishant wants to delete a file folder temporarily or permanently. Can you tell Nishant which key(s) to use for the following?

i. Delete the file/folder temporarily

Ans: Delete

ii. Delete the file/folder permanently.

Ans: Shift + Delete

c. What is the keyboard shortcut for the following actions?

i. Copy a file/folder - **Ctrl + C**

ii. Cut a file/folder - **Ctrl + X**

iii. Paste a file/folder - **Ctrl + V**

Worksheet

I. Find the Tech Terms for the following

1. The first screen you see after the Windows software has located in **Desktop**
2. A unit of collection of data which has a name and a location. **File**
3. Giving a new name to an existing file or folder. **Rename**
4. Used to store a group of files and folders. **Drive**
5. The small pictures on the desktop are called **Icons**

II. Rewrite the correct word from Jumbled letter using the hints given:

1. CONI - **ICON**

[Hint: when it is clicked, an associated program window opens.]

2. LYRCECE NIB - **RECYCLE BIN**

[Hint: A deleted file goes into this folder.]

3. DEVISO - **VIDEOS**

[Hint: one of the four default libraries.]

4. LIFE - **FILE**

[Hint: You can store it in a folder.]

5. WEN ROLFED - **NEW FOLDER**

[Hint: The default name of a newly created folder.]

III. Write the keyboard shortcuts for the following:

- | | | |
|----------------------------|---|----------------|
| 1. Cut | - | Ctrl + X |
| 2. Copy | - | Ctrl + C |
| 3. Paste | - | Ctrl + V |
| 4. Save | - | Ctrl + S |
| 5. Delete file permanently | - | Shift + Delete |
| 6. Undo | - | Ctrl + Z |
| 7. Redo | - | Ctrl + Y |

- | | | |
|---------------|---|----------|
| 8. Select all | - | Ctrl + A |
| 9. New file | - | Ctrl + N |

CHAPTER 5

FEATURES OF WORD 2013

III. Answer the following

1. Which option can be used to display the first letter of the paragraph in a larger size?

The Drop cap option can be used to display the first letter of the paragraph in a larger size.

2. Where do endnotes appear in a document?

Endnotes appear at the end of a document or at the end of a section.

3. What is the use of yellow handles which appear when you select some shapes?

Yellow handles can be used to modify the shape. For example, in the case of the arrow shape, the yellow handle can be used to adjust the length of the points.

4. What are two parts of a footnote?

A footnote consists of two linked parts: a note reference mark and the corresponding note text.

5. Can you change the shape of the text in a text box? If yes, how?

Yes, we can change the shape of the text in a text box.

- Select the text box or select the text in the text box.
- Click the FORMAT tab and select the Text Effects option in the WordArtStyles group.
- Click on the Transform option and select an effect from the submenu. The text will appear with the selected effect.

IV. Application based questions

- a. Sahiba has typed her project report in Word. Her teacher has asked her to provide reference for text in the document.
- i. Which feature of WORD 2013 should she use for this purpose?

Ans: Footnotes and Endnotes

ii. Name the tab that has option for the above feature.

Ans: REFERENCES tab.

b. Taruna has to insert a rectangle, a circle, and a square shape in a document. She was able to draw these shapes, but the rectangle shape is on the top of the circle whereas it should be behind the circle. How can she change the order of the shapes?

Ans: To change the order the shapes:

- i. Right -click the shape you want to reorder.
- ii. From the context menu that appears, select the desired option, e.g., Bring to Front, or Send to Back or any of their submenu options. Or select the shape, and on the FORMAT tab, use the Bring Forward or Send Backward command options in the Arrange group.

Worksheet

A. Find the answer from the below letters

1. A text styling feature of word 2013. **WordArt**
2. A series of commands and instructions that are grouped together as a single command. **Macro**
3. It provides explanations, comments or references for text in a document and appears at the bottom of a page. **Footnote**
4. It gives an artistic touch to a document. **Drop cap**
5. The command for removing unwanted edges from an image. **Crop**

B. Unjumble the letters to form words:

1. GENARAR - **ARRANGE**
2. SOTIPION - **POSITION**
3. TAMFOR - **FORMAT**
4. GINB - **BING**