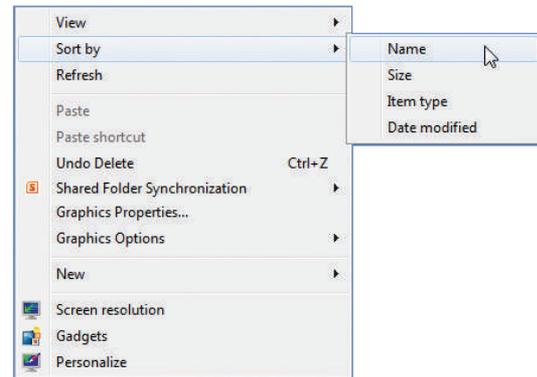


**Step 4:** To sort the icons on the desktop, point to the option 'Sort by'.

**Step 5:** From the sub menu, click on option 'Name' and observe the alphabetic arrangement of icons on the desktop.



### Skill

The Shortcut Menu changes when you click on different objects on the windows desktop.



## Assessment Sheet

**A. Tick (ü) the correct option for the following statements.**

- The process of loading an operating system into the computer's main memory.  
a)  Warming                      b)  Loading                      c)  Booting
- It tells the computer what to do and how to do.  
a)  Keyboard                      b)  Mouse                      c)  Operating System
- One of the popular open source operating system.  
a)  Linux                      b)  MS-Windows                      c)  Mac OS X
- This icon on the desktop is a window to your computer system.  
a)  Recycle Bin                      b)  Control Panel                      c)  Computer
- This is the main gateway to run the programs stored in your computer.  
a)  All Programs                      b)  Control Menu                      c)  Start Menu
- One of the popular open source operating system.  
a)  MS Windows                      b)  Ubuntu                      c)  Mac OSX
- One of the popular licensed operating system for personal computers.  
a)  Ubuntu                      b)  Linux                      c)  MS-Windows
- The latest version of Windows by Microsoft  
a)  Windows 2020                      b)  Windows 10                      c)  Windows 2010
- The option which saves the energy, when you are not using the computer for a while.  
a)  Lock                      b)  Sleep                      c)  Log Off
- This is the background image of the Desktop.  
a)  Start Menu                      b)  Task Bar                      c)  Wallpaper



**B. Fill in the blanks with the words given in the help box. Use each word only once.**

**Help Box** Shut Down, Recycle Bin, Icon, Task bar, GUI

1. An **Icon** is a small picture that opens or executes a file or program.
2. The start menu and clock are found on the **Task bar**.
3. We can restore deleted files from **Recycle Bin**.
4. In **GUI** interface all the programs are represented by Icons.
5. **Shut Down** is the process of closing the windows operating system.

**C. Tick (ü ) the correct and cross (û ) the wrong ones in the following statements.**

1. Windows is a free operating system and can be downloaded from internet free of cost. 
2. Windows is designed to run only one program at a time. 
3. Mac OS is the operating system only for Apple Mac computers. 
4. Windows 10 has lot of similarities with Windows 7. 
5. Files or folders deleted from pen drive or memory card are not sent to the Recycle Bin. 

**D. Give one word answer for the following statements.**

**Help Box** Open Source, Task Bar, Licensed OS, Operating System

1. The right of using this operating system is available only after paying its cost. **Licensed OS**
2. Set of instructions that control the functioning of all the parts of computer. **Operating System**
3. The type of operating system that gives the freedom to use and duplicate it without paying anything. **Open Source**
4. The current date and time is shown on this bar of the desktop window. **Task Bar**

**E. Answer the following questions.**

1. What do you understand by an Operating System? Give some examples.

**An operating system is a set of instructions that directs and manages the functioning of all the parts of computer. Examples MS Windows, MAC OSX, Ubuntu, Linux**

2. Differentiate between Licensed and Open Source operating system.

**Licensed OS means you will get the right to use these operating systems after signing agreement terms and paying the cost for using them. Open Source OS that you can install or download from Internet without paying any cost for using them.**

3. What is Windows?

**Windows is the most popularly used operating system. It has been designed by a company called Microsoft, hence it is known as Microsoft Windows or MS Windows.**

**It is a Graphical User Interface program (GUI).**



4. Write the names of some versions of the MS Windows.

**Windows 7, Windows 8, Windows 10**

5. When you delete a file where does it go? How can you permanently delete it?

**When you delete a file from your computer, it is temporarily stored in Recycle Bin.**

**When we delete the files from Recycle bin, it means we are permanently deleting them.**

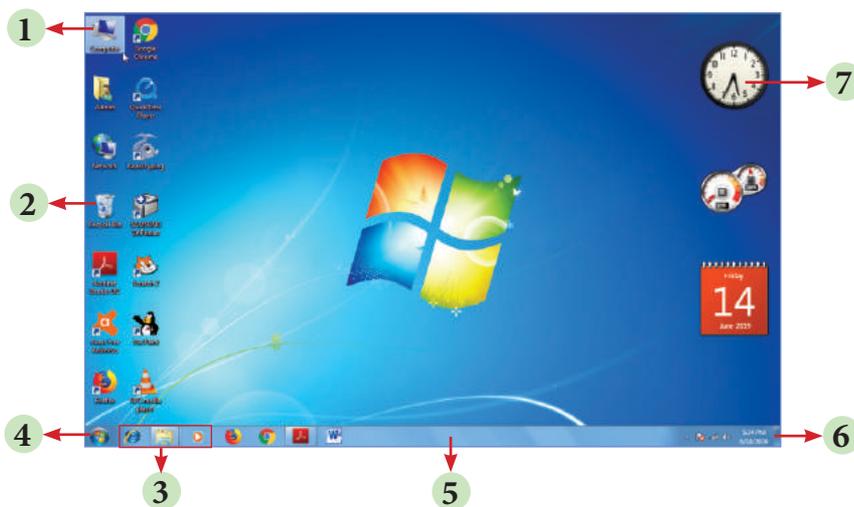
6. What is the purpose of Start menu?

**Start menu is the main gateway to computer's programs, folders and settings. It provides you the choices to begin or open files, programs, applications etc.**



## Computer in Everyday Life

1 Bhawna is working with Windows operating system on her laptop computer. Help her to label the marked parts of the Window's desktop and write in the blank space.



1. Computer
2. Recycle Bin
3. Start Button
4. Quick Launch Icons
5. Task Bar
6. Show Desktop Button
7. Gadgets

2 pna clicked the start button and began exploring the Windows. Write the name of the three programs/options present in each of the following categories.

- |                     |                            |                             |                                  |
|---------------------|----------------------------|-----------------------------|----------------------------------|
| a) Start Menu       | <u>All Programs</u>        | <u>Documents</u>            | <u>Shut Down</u>                 |
| b) All programs     | <u>Accessories</u>         | <u>Games</u>                | <u>Microsoft Office</u>          |
| c) Accessories      | <u>Paint</u>               | <u>Calculator</u>           | <u>NotePad</u>                   |
| d) Games            | <u>FreeCell</u>            | <u>Solitaire</u>            | <u>Chess Titans</u>              |
| e) Microsoft Office | <u>Microsoft Word 2010</u> | <u>Microsoft Excel 2010</u> | <u>Microsoft PowerPoint 2010</u> |

3 shmita is using pen drive with her laptop computer which is having some photo files of her last family holiday trip to Agra. But she accidentally deleted few photos. Is there any possibility to get back those files.

**Files/Folders deleted from pen drive are not sent to the Recycle bin. So, there us no possibility to get back deleted files.**

