



Assessment Sheet

A. Tick (✓) the correct option for the following statements.

- MS Windows is a type of one of these.
a) Video games b) Operating Systems c) Animation series
- This is not a version of MS Windows.
a) Windows 7 b) Windows 8 c) Windows 2010
- The area on your screen where you move around your program window and icons.
a) Task Bar b) Desktop c) Start Menu
- The version of Microsoft Windows that does not have start button.
a) Windows 7 b) Windows 8 c) Windows10
- A link that points to a program and has quick access to the object.
a) Shortcut icon b) Folder c) Icon
- The window that displays how many storage devices are attached to your computer.
a) Computer b) Internet Explorer c) Desktop
- A single window that is used to copy, move and delete files/folders.
a) Windows Explorer b) Internet Explorer c) Drive Explorer
- It is a collection of related information stored under a name.
a) Folder b) Date c) File
- This helps in organizing and storing files.
a) Table b) Cabinet c) Folder
- This is the parent of all the folders.
a) Hard Drive b) Root Directory c) File
- The process which prepares the tracks on the disk to store data.
a) Exploring b) Formatting c) Deleting
- This means a folder inside a folder.
a) Second Folder b) Next Folder c) Sub folder
- These are not allowed while giving a name to a file.
a) Numbers (0-9) b) Spl. Characters (% ,) c) Alphabets (a-z)



14. The key you will hold to select a non-consecutive group of files or folders.
 a) Shift b) Ctrl c) Alt
15. This is the place that keeps all your deleted files or folders.
 a) Hard Disk b) Recycle Bin c) Computer
16. The recycle bin stores the deleted files, only from one of these.
 a) Pen Drive b) CD-Rom c) Hard Drive

B. Give one word answer for the following statements.

Help Box Rename, Recycle Bin, GUI, Folder, 255, Moving, Copying, Shortcut

- | | |
|--|--------------------|
| 1. A type of operating system that uses small pictures to access programs. | <u>GUI</u> |
| 2. An Icon with an arrow in the lower left corner. | <u>Shortcut</u> |
| 3. This is similar to a file cabinet that keeps computer files. | <u>Folder</u> |
| 4. The shifting of files/folders to a new location. | <u>Moving</u> |
| 5. Reproducing or duplicating of file/folder in another location. | <u>Copying</u> |
| 6. The term that means giving a new name to a file/folder. | <u>Rename</u> |
| 7. A single file name can contain upto this many characters. | <u>255</u> |
| 8. In Windows, this works similar to the dustbin in your house. | <u>Recycle Bin</u> |

C. Recognize the following Icons and name them.

- | | | |
|--|---|---|
| 1.  <u>Computer</u> | 2.  <u>Recycle Bin</u> | 3.  <u>Internet Explorer</u> |
| 4.  <u>Folder</u> | 5.  <u>File</u> | 6.  <u>Shortcut Icon</u> |

D. Write the shortcut key options for the following jobs.

- | | |
|---|--------------------|
| 1. To open the Windows Explorer window. | <u>WIN</u> Key + E |
| 2. To select all the files from the folder. | Ctrl + <u>A</u> |
| 3. To paste a copied file in the required folder. | Ctrl + <u>V</u> |
| 4. To copy a file from the required folder. | Ctrl + <u>C</u> |
| 5. To close the Windows Explorer window. | Alt + <u>F4</u> |



E. Rewrite the following false statements in the correct form.

1. We can't create a folder inside the folder.
We can create a folder inside the folder.

2. A file contains many folders.
A folder contains many file.

3. Deleted files can't be restored back from the recycle bin.
Deleted files can be restored back from the recycle bin.

4. Start Menu with Start button is back in Windows 10 which was missing in Windows 7.
Start Menu with Start button is back in Windows 10 which was missing in Windows 8.

F. Answer the following questions.

1. Explain briefly the Microsoft Windows as GUI operating system.

MS Windows is a series of operating system developed by Microsoft Corporation. It is based on Graphical User Interface (GUI), which simply means that the interface uses graphics or pictures to help the user to navigate and access computer programs.

2. Write a short note on Windows 10.

Windows 10 is a new version of Microsoft's operating system for PCs and tablets released in July 2015. It is free for the licensed users of Windows 7, 8 and 8.1 and can be upgraded from the Microsoft server.

3. Explain file and folder briefly.

A file in computer is used to stores all the data or documents or pictures etc. under a unique name. Folder is a storage location where you keep your computer files. A folder can contain multiple files or other folders of same or different types.

4. What is Windows Explorer?

Windows Explorer is a Windows application used to view and manage all files and folders present in our hard disk or other storage devices.

5. Differentiate between copying a file and moving a file.

Copying means creating a duplicate file/folder in another location. Moving a file/folder means shifting from one location to another.

6. What is the utility of Recycle Bin?

Recycle bin receive all the deleted files or folders from the hard disk of our computer. Items in the recycle bin remain there until you decide to permanently delete them from your recycle bin. From the recycle bin we can restore our deleted items back to their original locations.





Computer in Everyday Life



1 Rohan has purchased a new pen drive from the market, but when he inserted this in USB port of his computer no information came on the screen. He asked his computer teacher about this problem, teacher told him it has to be formatted first. Help Rohan to understand the meaning of formatting. **Formatting is the process of preparing tracks on a media to store and arrange information.**

2 Shivam's friend has given him a pen drive having latest music file. After copying these files into his computer, he has returned the pen drive to his friend. One day accidentally he deleted some music files, is there some way to recover the deleted files?

The deleted files can be restored from Recycle bin.

3 Given below are some of the files and folders stored in the C: drive of your computer. Arrange them in a proper folder structure and place the related files under appropriate folder.

Politics.docx	Tourism(Folder)	Kashmir.docx	Computers.docx	Finance.docx
Pollution.docx	Water Cycle.docx	Science(Folder)	Entertainment.docx	Himachal.docx
Subjects(Folder)	English.docx	Jaipur.docx	Diseases.docx	EVS.docx
Agra.docx	Sports.docx	Mathematics.docx	News(Folder)	Organs.docx

