



**UNIT
2**

INTRODUCTION TO WINDOWS



Exercise

Q.1 Tick the right choice.

i) _____ is a software that provides a platform to work on a computer.

- a) Microsoft Windows
 b) Mouse
 c) Hardware
 d) Scanner

ii) The main screen of the Microsoft Windows is known as _____.

- a) Front top
 b) Desktop
 c) Welcome screen
 d) Home

iii) _____ gives complete control of the computer under one menu.

- a) Windows menu
 b) Start menu
 c) Start help
 d) Desktop

iv) Taskbar is placed at the _____ of the screen in Windows.

- a) Left
 b) Right
 c) Top
 d) Bottom

v) _____ is a place where Windows stores deleted files.

- a) My Documents
 b) My Computer
 c) Recycle Bin
 d) Desktop

vi) Time is displayed in the _____.

- a) Quick Access Launcher
 b) Start menu
 c) Notification area
 d) Task buttons

vii) _____ icon gives access to Hard disk and other hardware.

- a) My Document
 b) Recycle Bin
 c) Internet Explorer
 d) My Computer

viii) A _____ allows a user to work with multiple programs.

- a) Start menu
 b) Window
 c) Dialogue box
 d) Door

ix) The window/program name is shown on the _____ bar.

a) Menu

b) Tool

c) Title

d) Status

x) _____ bar gives information about the window and its contents.

a) Status

b) Scroll

c) Task

d) Title

xi) _____ is a collection of data that is stored on a computer.

a) Record

b) Data store

c) File

d) Information

xii) Folders are like _____ in which you can place files/folders.

a) Envelops

b) Notebooks

c) Files

d) Registers

xiii) _____ feature is used to make an exact copy of a file/folder.

a) Copy

b) Cut

c) Drag

d) Delete

xiv) Cut feature is used to _____ a file/folder from one location to another.

a) Copy

b) Shift

c) Delete

d) Arrange

xv) A _____ is named by a letter followed by a colon (:).

a) File

b) Folder

c) Drive

d) Window

Q.2 Fill in the Blanks.

- i) Desktop contains **icons** of different file/folders and program.
- ii) **Internet explorer** is used to search information on the World Wide Web.
- iii) **Menu** bar contains different menus.
- iv) A user can **restore** any deleted file from Recycle Bin.

- v) **Scroll** bar is used to view all the contents of a window horizontally and vertically.
- vi) **Maximize** button is used to enlarge a window to full screen.
- vii) Minimize button is used to reduce a window to a button on the **task bar**.
- viii) There are **three** ways to open a program/window.
- ix) A file consists of two parts : name and **extension**.
- x) **Folders** are used to organize data.

Q.3. Differentiate between the following.

- (i) Desktop and Start menu**
- (ii) My Documents icon and My Computer icon**
- (iii) Maximize button and Minimize button**
- (iv) File and Folder**
- (v) Copy a file/folder and Cut a file/folder.**

Ans:

(i) Desktop and Start menu: The main screen of the **Microsoft Windows** is called desktop. It is the working area of **Microsoft Windows**, while the list of items which appear on screen when we click **Start button** is called **Start Menu**.

(ii) My Documents icon and My Computer icon: My Document icon represents My Document folder while My **Computer icon** helps a user to access all disk drives and other hardware connected **to the computer**.

(iii) Maximize button and Minimize button: Both **Maximize button** and **Minimize button** are found **on the top right hand corner** of the window. **Maximize button** is used to enlarge **a window** to full screen while the **Minimize button** is used to reduce a window to **a button** on the taskbar.

(iv) File and Folder: A file is a collection of data that is stored in a computer. There are different types of files such as text files, graphic files, sound files and program files. On the other hand a folder is like an envelope in which a user can place data. A folder can contain files and even other folders.

(v) **Copy a file/folder and Cut a file/folder:** Copying a file/folder means to reproduce it at another location without removing it from its original location. To cut a file/folder means to move a file/folder from its original location to another location.

Q.4. Define the following.

(i) **Desktop**

(ii) **Folder**

(iii) **Start menu**

(iv) **A Window**

(v) **Task bar**

(i) **Desktop:** The main screen of the Microsoft Windows is known as desktop. The desktop contains icons of different files and programs, so that a user can easily access them.

(ii) **Folder:** A folder is like an envelope in which a user can place data. A folder can contain files and even other folders. They are used to organize data.

(iii) **Start menu:** When a user clicks the Start button on Microsoft Windows, a menu appears that lets the user easily access most useful items on the computer, this menu is called Start Menu. Start menu gives complete control of the computer under one menu.

(iv) **A Window:** Microsoft Windows is the software which provides a platform to work on a computer. We can only work on a computer if there is a software like Windows.

(v) **Task bar:** Task bar is placed at the bottom of the screen in the Microsoft Windows. Start button, Quick Launch toolbar, Task bar buttons and Notification Areas are located on Task bar.

Q.5. Give brief answers to the following questions.

(i) Describe the steps of the Start up procedure of the Windows.

Ans: Following are the steps of the start up procedure of the Windows.

1. Start the computer by pressing "Power" button on the System box.
2. Windows XP starts to load its files in the computer.
3. After loading files successfully, the Windows logs on and welcome screen appears.
4. By typing the User name and Password we log on to the computer.
5. Windows desk top screen appears.

(ii) What is Start menu?

Ans: Start menu is a list of most useful items on a computer. It appears when a user clicks the Start button on Microsoft Windows. A user easily access most useful items on the computer through Start menu. Start menu gives complete control of the computer under one menu.

(iii) Describe the function of the Notification area.

Ans: The area at the bottom right on the screen is known as Notification Area. It is a part of the Task bar. It shows different notifications of the events that occur in the Windows. It also displays Time and different program icons such as Volume Control, Windows Firewall and Anti Virus etc. It also shows temporary icons such as USB device and printing etc.

(iv) How many ways are there to open a window/program in Windows?

Ans: In Microsoft Windows there are three different ways to open a program/window, which are as under:

1. From desk top.
2. From Start Menu.
3. From Run Command.

(v) What is a Drive?

Ans: A storage area in any storage device is known as Drive. Drives are named by a letter followed by a colon such as "C:".

(vi) What is a file? Write the parts of a file with an example.

Ans: A File is a collection of data that is stored in a computer. There are different types of files such as text files, graphic files, sound files and program files. A file consists of two parts which are its name and type. For example we save a picture on our computer and give this file the name of "Picture1", but computer will save it as *picture1.jpg*. Here "picture1" is the name of the file, while "jpg" is its type.

(vii) How can a user create a folder using right click menu?

Ans: It is very easy for a user to create a folder using right click menu. When we press Right Click a list appears. Move the Mouse over the New and another list appears. Move the Mouse pointer to Folder on this New list and click Left Mouse button and

immediately a new Folder is created with a temporary name "New Folder". Type the name of the folder and the folder is created.

(viii) What is the importance of folders? Explain briefly with an example.

Ans: A folder is like an envelope in which a user can place data. A folder can contain files and even other folders. A Folder makes it easy for us to locate some file immediately, because if we do not put our files in a folder one day there will be many files with different data and it will be very time consuming process to find a particular file. On the other hand if we put files of the same topic in a folder and the files of another topic in another folder, it will be very easy for us to locate any file. For example, we have saved essays in the folder of essay and short stories in the folder of short sotries. Now we want to open a file of a short story. We'll open the folder of short stories and find our file easily.

(ix) Write the names of five different parts of a window?

Ans: A rectangular area on the computer screen in which an application or document is viewed is called a Window. The different parts of Window are as under:

1. Title bar.
2. Menu bar.
3. Tool bar.
4. Status bar.
5. vertical Scroll bar.

(x) What are icons? Write names of the Desktop icons.

Ans: Icons are small images that represent different types of programs and files, Desktop contains different types of icons. Some of these Icons are found on every desktop of Microsoft Windows Xp, and on some desktops additional icons are shown. Normally shown icons are as under:

1. My Documents.
2. My Computer.
3. Recycle Bin.
4. Internet Explorer.
5. My Network places.

Moreover, it depends on the user to place as many icons on desktop as he likes. He can also Minimize the number of icons on desktop by using "customize desktop" facility.

Q.6 Match column A with column B and write the numbers of matching pairs in column C.

| A | B | C |
|------------------------|---------------------------|---|
| i) Desktop | a) My Computer | j |
| ii) Close button | b) World Wide Web | e |
| iii) Start menu | c) .doc | f |
| iv) Drive | d) Name of the window | i |
| v) File Extension | e) Close a window/program | c |
| vi) Desktop Icon | f) Turn off button | a |
| vii) Notification Area | g) Volume Control | g |
| viii) Title bar | h) Quick Access Launcher | d |
| ix) Internet Explorer | i) C: | b |
| x) Taskbar | j) Main Screen | h |
| | k) Different menus | |
| | l) Shift a file/folder | |

Q:7 Label the following diagrams.

a)

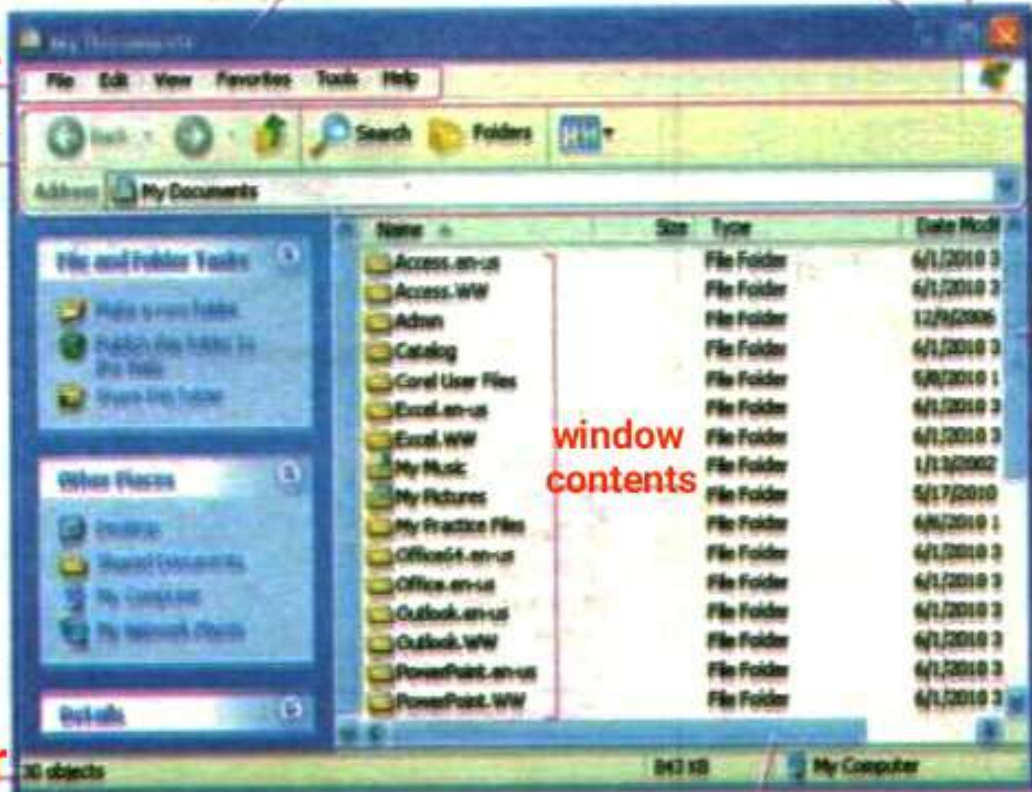


b)

Title bar

maximize button
minimize button
close button

menu bar
toolbar



vertical scroll bar

window contents

status bar

horizontal scroll bar