

CLASS 4
SUBJECT : COMPUTER SCIENCE
TOPIC : CUSTOMIZING WINDOWS
WORKSHEET

SYNOPSIS:

- The two types of operating systems are Character User Interface (CUI) and Graphical User Interface (GUI).
- In a CUI, the instructions given to a computer are typed as text commands. On the other hand, in a GUI, the instructions are given to the computer using a keyboard and a mouse.
- The Start menu displays the different software and programs installed on the computer.
- The Quick Launch Bar shows the icons of the frequently used programs.
- Jump List is a pop-up list of tasks or documents which appears when we right click on any of the program icon present on the taskbar.
- The Control Panel is used to make changes to various settings of the computer system. There are eight categories in the Control Panel.
- The shortcut menu appears on right-clicking the desktop or a file or a folder in Windows.

I. Fill in the blanks:

- a) _____ is an interface between a user and a computer.
- b) _____ feature was introduced in Windows 7.
- c) _____ and _____ are two examples of CUI.
- d) The _____ shows the programs and messages that are running as background tasks.
- e) You can set the date and time in the _____ dialog box.
- f) _____ shows the icons of those programs that are frequently used.

II. State whether the following statements are True or False:

- a) Windows can be customized using calculator.
- b) By default, the Control Panel is displayed in Category view.
- c) There are ten categories of the Control Panel.
- d) The background picture of the Windows desktop is called a wallpaper.
- e) ALT+Home is used to display the Start Menu.

III. Answer the following questions:

- a) What is a GUI operating system? Give examples.
- b) What are icons? Name some desktop icons.
- c) What is the Control Panel? List its various categories.
- d) What is a shortcut menu? Explain its functions.
- e) What do you mean by keyboard shortcut? Give examples.
- f) What is taskbar? List its components.

IV. Complete the following exercises at the end of the chapter:

- a) Exercises A, B C on Page 25.
- b) Exercise D on Page 26.