

CLASS 4
SUBJECT : COMPUTER SCIENCE
TOPIC : CUSTOMIZING WINDOWS
ANSWERS

I. Fill in the blanks:

- a) Operating System.
- b) Jump List.
- c) DOS, Bash shell.
- d) Notification area.
- e) Clock.
- f) Quick Launch bar.

II. True or False:

- a) False.
- b) True.
- c) False.
- d) True.
- e) True.

III. Answer the following questions:

- a) Graphical User Interface (GUI) is a type of operating system where the instructions are given to the computer with a keyboard and a mouse.
For example, Microsoft Windows and Mac OS.
- b) The small pictures on the desktop are called icons. An icon represents a file, folder or software. Computer and Recycle Bin are two desktop icons.
- c) The Control Panel is an important part of Windows. It helps to make changes to various settings of the computer system. We can add or remove hardware or software, change the desktop wallpaper and screensaver, set the date and time and so on.
The Control Panel has eight categories. They are :
 - i) System and Security.
 - ii) Network and Internet.
 - iii) Hardware and Sound.
 - iv) Programs.
 - v) User Accounts.
 - vi) Appearance.
 - vii) Clock, Language and Region.
 - viii) Ease of Access.
- d) The shortcut menu is a list of options that appears when we right-click on the desktop or file or on a folder. It is also known as context menu or pop-up menu.
The shortcut menu provides quick access to some frequently-used options such as Cut, Copy, Paste, Open and so on.
- e) A keyboard shortcut is a combination of keys pressed from the keyboard to perform a task. Keyboard shortcut makes it easier for us to interact with the computer without using the mouse. A few of them are listed below:
 - i) ALT+ Home

- ii) CTRL+Esc
- iii) ALT+ Spacebar.
- f) The long bar seen at the bottom of the desktop is called the taskbar. It shows the icons of the programs that are open.
Its components are the Start button, the Quick Launch bar, the Notification Area, the Clock and the Show Desktop button.

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

EXERCISE A: FILL IN THE BLANKS:

1. Operating system.
2. CUI.
3. Icons.
4. Muted.
5. Jump List.

EXERCISE B: TRUE OR FALSE:

1. False.
2. False.
3. True.
4. False.
5. True.
6. False.
7. False.
8. True.

EXERCISE C: MATCH THE FOLLOWING:

1. Computer icon – Option (e)
2. Recycle bin icon – Option (d)
3. Speaker icon – Option (f)
4. Clock – Option (a)
5. Ease of Access – Option (c)
6. System and Security – Option (b)

EXERCISE D: GIVE ONE-WORD ANSWERS FOR THE FOLLOWING:

1. Operating system.
2. GUI.
3. Taskbar.
4. Start button.
5. Slider.
6. Clock.
7. Category.
8. ALT+Home.
9. CTRL+ Mouse scroll wheel.