

PARAGON CONVENT SCHOOL

SECTER 24 B CHANDHIGARH

CLASS 5

CH- 3 WORKING WITH WINDOWS 7

BRAIN DEVELOPER

A. Fill in the blanks:

1. Windows is an operating system that acts as an **interface** between the user and the computer.
2. To customise the desktop, right click on the blank area and select the **Personalize** option.
3. A **Windows Explorer** helps you to manage and organise your files and folders.
4. **Recycle Bin** is a folder that holds the deleted object.
5. **Computer** icon gives you a view of available drives and their contents stored on the computer system.

B. State true or false:

1. The first edition of Windows operating system was introduced in 1998. **False**
2. The address bar in the Windows Explorer shows the complete path of the selected file or folder. **True**
3. You can restore the deleted files from the 'Computer' icon. **False**
4. A shortcut is an icon containing a direct route to a specific application. **True**
5. You can find the Delete option in the drop-down list of the Organize button. **False**

C. Answer the following questions:

Q 1. List any four features of Windows 7.

Ans. The salient features of Windows 7 are as follows:

- i) Fast, smart and safe
- ii) Easy to use and learn
- iii) Plays music and video (CD/DVD/MP3)
- iv) Supports high-definition games
- v) Maintains personalized work environment through multiple-user support.

Q 2. What is Windows Explorer?

Ans. Windows Explorer is an application that provides detailed information about files, folders and drives. It helps you to manage and organise your files and folders. You can use it to view, create, delete, copy, move, rename and search files and folders.

Q 3. How can you move files and folders from one location to another?

Ans. Moving a file/folder from one location(source) to another location(destination):

- i) Select any file/folder that you want to move.
- ii) Click on the Organize button and select the cut or copy option from the drop-down menu.
- iii) From the left pane, select the drive where you want to move or copy the file, say E: Now, click on the Paste option in the organize drop-down menu.
- iv) Notice that the file gets moved/copied to the new location.

Q 4. How can you restore any file from the Recycle Bin?

Ans. The files and folders that are deleted are sent to the Recycle Bin and can be restored to their original locations. To restore a deleted file from the Recycle Bin:

- i) Double click on the Recycle Bin folder.
- ii) Select the file or folder you want to restore. Click on the Restore option from the Context menu.
- iii) The selected file/folder disappears from the Recycle Bin windows and gets restored at its original location.

Q 5. How can you change the color scheme of the desktop?

Ans. To change the color scheme of the desktop:

- i) Right click on the blank area of the desktop and select the Personalize option. The Personalize window appears.
- ii) Click on the Window Color option, located at the bottom of the window. Select any color to change the color of windows borders, Start menu and Taskbar.