

**Worksheet-2 Subject- Computer Class – IV Teacher :- Mrs Gurpreet Kaur**

Name: \_\_\_\_\_ Class & Sec \_\_\_\_\_ Roll No. \_\_\_\_\_ Date: \_\_\_\_\_

**Chapter-2**

**CHAPTER 2: MORE ABOUT WINDOWS**

(Worksheets:)

**Worksheet 1: Multiple Choice Questions (MCQs). Tick (✓) the correct answer.**

1. c 2. b 3. c 4. b 5. d

**Worksheet 2: Write (T) for True and (F) for False against the statements.**

1. T 2. F 3. T 4. T 5. F 6. F

**Worksheet 3: Select the suitable words and fill in the blanks.**

1. Operating System 2. GUI 3. Start 4. Recycle bin 5. Folders 6. Ctrl

**Worksheet 4: Match the following:**

- 1-c 2-a 3-b 4-f 5-d 6-e

**Fun Time:**

*Across:* 1. It is used to organize files on your computer. **FOLDER**

2. The bar at the bottom of the Desktop. **TASKBAR**

3. Sound produced when we press a mouse button. **CLICK**

*Down:* 4. This is the first screen which appears when you boot a computer.  
**DESKTOP**

5. When we delete a file, it goes in the **RECYCLE** bin.

|   |   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|---|
| F | O | L | D | E | R |   |   |   |   |
|   |   | E |   |   |   |   |   |   |   |
| T | A | S | K | B | A | R |   |   |   |
|   |   | K |   |   | E |   |   |   |   |
|   |   | T |   |   | C | L | I | C | K |
|   |   | O |   |   | Y |   |   |   |   |
|   |   | P |   |   | C |   |   |   |   |
|   |   |   |   |   | L |   |   |   |   |
|   |   |   |   |   | E |   |   |   |   |

**Worksheet 5: Answer in one word/sentence.**

- Q. 1. What is the bar at the bottom of the desktop screen called?  
Ans. Taskbar.
- Q. 2. Name the button which when clicked gives us a lot of options to access other programs.  
Ans. Start button.
- Q. 3. What stores the computer work with a name on the disk?  
Ans. A file.
- Q. 4. Name the software program which let's you create a file, where you can draw.  
Ans. Paint program.
- Q. 5. In which software you can create text files?  
Ans. Microsoft Word.
- Q. 6. Where do all the deleted files or folders go?  
Ans. Recycle Bin.

**Worksheet 6: Answer the following:**

- Q. 1. What is an operating system?  
Ans. An operating system helps to operate a computer by managing its file systems, handling input/output, and running programs. It provides the interface between a human and a computer.
- Q. 2. Why is the windows operating system called a GUI?  
Ans. The Windows Operating System is very user-friendly because the commands used in it are in the form of small pictures (called icons) and not in the form of typed text. That is why Windows Operating System is termed as a "Graphical User Interface (GUI)" instead of a Character User Interface (CUI).
- Q. 3. What is a Desktop? Write the name of its components.  
Ans. Desktop is the look on the screen that you can see when you switch on the computer and has the Windows Operating System installed on it. In the picture, you can see the Desktop screen of Windows 7.  
Icons, wallpaper, taskbar, show desktop icon
- Q. 4. What is a file?  
Ans. A file is your computer work stored with a name on a disk.
- Q. 5. Why are folders important?  
Ans. Creating a folder is a necessity when you have to organize your files. We will learn to create folders on the Desktop.
- Q. 6. What happens when you delete a file?  
Ans. When you delete a file, it is not permanently deleted. It disappears from the place where it was deleted and goes into the Recycle Bin. From the Recycle Bin it can be either permanently deleted or restored by you. Let us learn how.