

### **CLASS 3**

#### **CH- 4, UNDERSTANDING WINDOWS** **COMPUTER WORKSHEET**

#### **MULTIPLE CHOICE QUESTIONS:**

1. \_\_\_\_\_ controls and manages the operation of a computer.
  - a. Application software
  - b. Operating System
  - c. Utility Software
  - d. All
2. Clicking on the \_\_\_\_\_ button shuts down the computer.
  - a. Stand by
  - b. Restart
  - c. Shut Down
  - d. Any other
3. The \_\_\_\_\_ is an image, which pops up on the screen whenever the computer remains idle for a short time.
  - a. Arrange icons
  - b. Screen saver
  - c. Desktop Background
  - d. Icons
4. \_\_\_\_\_ are the labelled pictures on the screen, which represent a program.
  - a. Silicon
  - b. Desktop
  - c. Icons
  - d. Buttons
5. The \_\_\_\_\_ button gives quick access to documents, Windows application and help menu etc.
  - a. Control Panel
  - b. Task bar
  - c. Start
  - d. All
6. The pointer shape changes to \_\_\_\_\_ when we resize the window.
  - a. Normal
  - b. Busy
  - c. Four headed arrow
  - d. Double headed arrow

7. To deselect an icon, we should click\_\_\_\_\_.
- a. On the icon
  - b. Away from the icon
  - c. Inside the icon
  - d. None of the above
8. \_\_\_\_\_ is the rectangular frame that helps in viewing different programs on the screen.
- a. Desktop
  - b. Windows
  - c. Icons
  - d. Frame
9. To select the non- adjacent item, we use \_\_\_\_\_ key while clicking once on the icons.
- a. Shift
  - b. Ctrl
  - c. Enter
  - d. Page up
10. The taskbar is located \_\_\_\_\_ of the desktop.
- a. At the top
  - b. At the bottom
  - c. At the left
  - d. At the right