Working with Windows 7

Fastrack REVISION

- **Operating System:** An Operating System (OS) is system software that manages computer hardware, software resources and provides common services for computer programs. It is the software that manages the overall working of a computer system and provides interaction between a user and the computer system.

- **Windows 7:** Windows operating system is one of the most popular and commonly used GUI enabled operating system and Windows 7 is the version of Windows operating system that is most commonly and widely used nowadays. Windows 7 is a GUI based operating system developed by Microsoft. It has amazing features that have made it a popular choice to be used at homes, offices, educational institutes and various other places.

- **Features of Windows 7:** Following are some of the distinct features of Windows 7 that have made it the most popular and commonly used operating system:

  - **User-friendly GUI Interface and Multi-tasking:** Windows 7 has a user-friendly GUI interface that allows you to work with a pointing device, like a mouse. It even allows you to open and work with more than one application program at a time.

  - **Aero Shake Feature:** Windows 7 supports Aero Shake feature that enables you to click a window pane and shake your mouse to minimise all other open windows. You can shake the pane again to restore the windows to their original sizes.

- ➤ **Aero Themes and Aero Background:** Windows 7 allows you to use new themes or choose a slideshow of your favourite photographs to make your PC reflect your personal taste.
- ➤ **Home Media Streaming:** Windows 7 enables you to use your PC as a hub to store and share the music, videos, photos and even support TV functions or stream it to support other devices using the Play To option.
- ➤ **Homegroup:** The Homegroup is a feature in Windows 7 that enables you to easily connect to two or more PCs running on Windows 7, on your home network, for the purpose of sharing. You can share pictures, music, videos, documents and printers with other people in your homegroup.
- ➤ **Internet and Digital TV:** You can watch the Internet TV or turn your PC into a digital video recorder by using the support in Windows Media Center for many new broadcast TV tuners.
- ➤ **Jump Lists:** The Jump Lists feature allows you to quickly access your favourite, recent and frequently used files.
- ➤ **Improved Taskbar:** In Windows 7, you can 'pin' your favourite programs anywhere on the taskbar and rearrange programs in any way you like by clicking and dragging.
- ➤ **Aero Snap:** This feature enables you to resize and expand Windows more quickly. It also allows to compare the contents of two different windows.
- ➤ **Aero Peek:** This feature makes all the open windows transparent, so that you can see the desktop.
- ➤ **Windows Search and Libraries:** This feature enables you to search the PC and the devices connected to your network, to find items regardless of where they are stored.
- ➤ **Windows Touch:** Windows 7 is compatible with touchscreen monitors. This feature enables you to interact with your PC with a touchscreen monitor by using your fingers and multi-touch gestures.
- ▶ **Basic Components of a GUI Window:** There are some basic components that are part of each GUI enabled operating system.
  - ➤ **Desktop:** When you turn on your computer system, the first screen that you see on your computer screen, after logging is completed, is known as the Desktop. It contains all the application program icons, Start button and Taskbar.
  - ➤ **Icons:** Icons are small graphical images on the desktop that represent various application programs, files and folders.

- ➤ **Folders:** Folders are the places where you can store files, icons, directories, programs, data or other folders (subfolders). Subfolders are also called Subdirectories.
- ➤ **Taskbar:** Taskbar is the long horizontal bar that is usually located at the bottom of the desktop screen. It can be moved with the Start button on the left and the clock on the right.
- ➤ **Start Button:** The Windows Start button is found at the bottom left part of the taskbar. The Start button opens the Start menu when we click on it. The Start menu gives access to all the programs installed on the computer and also to other Windows features.
- ➤ **Quick Launch Icons:** The Quick launch icons let you quickly launch any of the programs that are on the taskbar.
- ➤ **Pin a Program to Taskbar:** You can pin or add a program to the taskbar to quickly access that program rather than going to the Start menu and then accessing them.
- ➤ **Notification Area:** The Notification area is the area of the taskbar where you can view programs and tasks that are running in the background, as well as view important messages about updating your computer. It is also called the System tray.
- ➤ **Clock:** The default clock shows the date and time.
- ➤ **Gadgets:** Windows 7 offers small application programs called Gadgets to facilitate your routine-based tasks. Different types of gadgets such as Calendar, Clock, CPU meter, Currency, Picture Puzzle and Slide Show are there that can be placed on the desktop.
- ➤ **Sticky Notes:** Sticky notes is another useful feature of Windows 7 and it can be placed on the desktop. These are used for writing reminders or for making a To Do List.
- ➤ **Show Desktop Button:** The Show Desktop button is located on the right end of the taskbar. Clicking this button minimises all the opened program windows and reveals the full desktop.
- ▶ **Components of Window Screen:** When you open an application or a folder, it is always opened within a rectangular frame structure known as Window. There are basically two types of windows. One is an application program window that opens up when you open an application program such as WordPad. Another one is an explorer window that opens when you double-click on a folder to view its contents. The different elements are as follows:
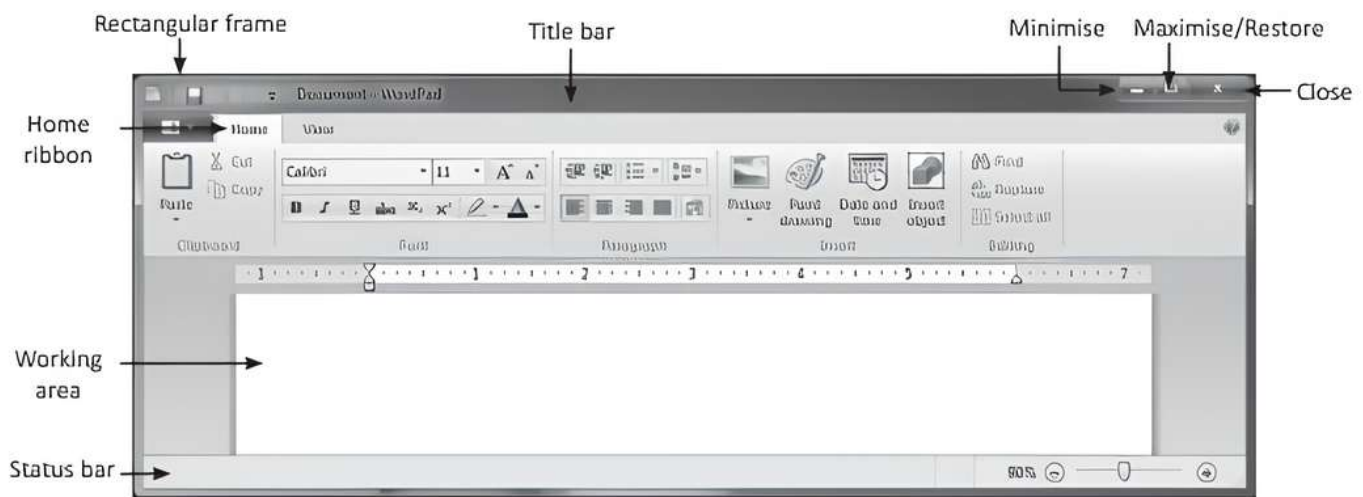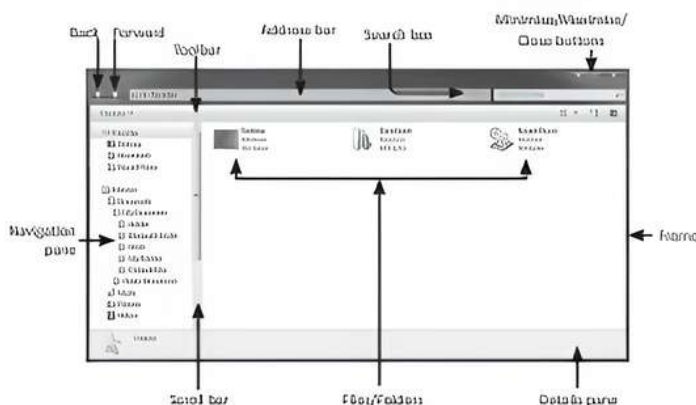
Fig. An Application Program Window (WordPad)

➤ **Title Bar:** The Title bar appears at the top of the program window. This bar displays the name of the opened application program, folder and also contains the Minimise, Maximise/Restore and Close buttons.

➤ **Scroll Bar:** The Scroll bar appears when there is more matter on the window screen to display.

➤ **Address Bar:** The Address bar allows you to navigate up and down on a series of windows by double-clicking on a folder.

➤ **Navigation Pane:** The Navigation pane provides quick links to various folders and locations on the computer.

➤ **Tool Bar:** The Tool bar contains the tools for performing various tasks/functions.

➤ **Details Pane:** The Details pane gives the details about the application or file/folder which is opened.

Windows Explorer Window (showing a folder and its contents)

➤ **Menu Bar:** The Menu bar has various menus such as File, Edit, Home, etc. Menus have a group of commands that are used in an application program to perform some basic functions of Windows 7.

➤ **Status Bar:** The Status bar appears at the bottom of the window and displays the status of an application such as edit, ready, etc.

➤ **Rectangular Frame:** The Rectangular frame is the boundary of the window pane.

▶ **Basic Operations of a Mouse:** The Mouse is a pointing device that is very useful while working on a GUI enabled interface. It is used to move the cursor on the monitor screen to point at the icons, to open files/folders/applications and to perform many other tasks.

➤ **Holding a Mouse:** To hold the mouse, place your thumb on the side of the mouse, your index finger on the left button and the middle finger on the right button.

➤ **Moving the Mouse Pointer/Cursor:** Using your right or left hand, pick up the mouse and put it on the mouse pad. Once in position, drag the mouse up, down, left or right to move the mouse pointer on the screen.

➤ **Clicking the Mouse:** A mouse usually has two buttons, *i.e.*, Left and Right button except the scroll wheel. To click the left or right mouse button, simply press the button and release it. This action is called clicking. A mouse supports the following three types of click: Left-click, Right-click and Double-click.

▶ **Opening a File or Program:** Double-clicking opens an application program, a file or a folder. Perform the below mentioned steps to open an application program:

➤ **Step 1:** Move the mouse pointer to the program icon.

➤ **Step 2:** Double-click on the icon to open it. It will open in its software.

▶ **Selecting an Object and Highlighting Text:** Selecting objects or text is useful as after selection, operations such as cut, copy and paste can be performed on the objects. To select an object such as a file or a folder, move the mouse to the object and click on it. For selecting multiple objects, select any one object, then press the Ctrl key on the keyboard and click on other objects that you want to select or highlight.

▶ **Drag and Drop:** Drag and drop is used to move an item present on the screen, to a new location. For example, to move the Recycle Bin icon to a new location, perform the below mentioned steps:

➤ **Step 1:** Single-click on the Recycle Bin icon.

➤ **Step 2:** Keep the left mouse button pressed and move the mouse on the mouse pad. The selected Recycle Bin icon moves along.

➤ **Step 3:** Select a new location for the icon and release the mouse button. The selected Recycle Bin icon is at the new location.

- **Opening Context Menu:** The Context menu, also known as shortcut menu or pop-up menu, can be opened by right-clicking the mouse button.
- **Different Types of Tabs in Windows Operating System:** Tabs contain commands that perform basic functions in an application program. The following are some common tabs that are available in almost all application programs in Windows.
  - ➤ **File:** It contains the options to work with files such as creating a new file, saving a file, opening a file, printing a file and import/export options.
  - ➤ **Home:** It contains options such as cut, copy and paste as well as other important editing icons. It sometimes contains specific options for the program you are working on.
  - ➤ **View:** It contains options that change the view of items and also include some toolbar options. Sometimes, we are unable to view some tools such as a ruler, navigation pane, etc. They can be activated from the View menu.
  - ➤ **Insert:** It contains the different insert features such as tables, pictures, Clip Art, WordArt, shapes and much more.
- **Shortcut:** In Windows, a shortcut icon is actually a link that points to a program on the computer. It allows you to create link of the required programs on any location on the computer. A shortcut icon has a small arrow at the bottom left corner of the icon.
- **Windows Accessories:** There are a variety of small application programs available in the Windows environment. These small application programs are known as Windows Accessories and are parts of the Accessories folder. These built-in programs are useful for completing everyday tasks.

  To open the Accessories folder, click on the Start button → All Programs → Accessories.

- **Paint:** Paint is a part of the Accessories folder. It is used to draw and colour simple drawings.

  To open and start Paint, click on the Start button → All Programs → Accessories → Paint to open Paint.

- **Title Bar:** It is the topmost bar of the Paint window. It contains the name of the drawing.
- **Quick Access Toolbar:** It is located at the top of the Paint window and contains some important options like Save, Undo and Redo.
- **Menu Bar:** The Menu bar is located under the title bar. The first button on the left side is the Paint tab which opens the main menu of the Paint. In addition to this, there are two more tabs— Home and View.
  - ➤ **Paint Tab:** This tab allows you to open new or existing files, save or print your work, acquire images from scanner or camera, or you can send an e-mail of your work.
  - ➤ **Home Tab:** The Home tab contains the tools for editing and creating shapes, such as Brushes, Shapes, Colors and many others.

- ➤ **View Tab:** The View tab is placed next to the Home tab. Here, you can Zoom In/Out or see an image in full screen mode.
- **Drawing Area:** Drawing area is the area where you create your drawings using different tools of Paint.
- **Calculator:** The Calculator is a utility program that allows you to do mathematical and scientific calculations. It works like a regular calculator.
- **WordPad:** WordPad is a small word processor program that is used to type the documents. It has features to let you type the text as well as to format the text.
- **Managing Files and Folders:** Collection of interrelated information or data is known as a file. We save our work in the form of files in a computer. There are different types of files that can be created in a computer, for example, document, picture, audio, video, etc. Collection of interrelated files is known as a folder or directory. It is like a container that can hold all the files, or a storage drawer in which you can put your books, toys, etc. Files and folders on a computer can be managed by a program known as the Windows Explorer.
- **Restoring a File or a Folder:** It means to bring back a deleted file or folder again at its previous location. Sometimes, we delete our file or folder by mistake and require to bring the data back. By using the restore function, we can get our deleted information back.
- **Shell Commands:** The Shell is an interface provided by the operating system through which a user can interact with it. There are two types of user interfaces for an OS: CUI (Character User Interface) and GUI (Graphical User Interface). The CUI interface of Windows is also known as CLI (Command Line Interface). There are different shell commands that you need to learn while working with files and folders in CUI interface of Windows.
- **Different Shell Commands:** The following are the basic shell commands that are used to work with files in Windows CLI:
  - ➤ **dir (Directory):** This command displays the list of files and folders/subfolders.

    Syntax: dir
  - ➤ **cd (Change directory):** This command changes the directory location.

    Syntax: cd <dir/folder name>
  - ➤ **cd-:** This command returns to the previous directory, you were working in.

    Syntax: cd-
  - ➤ **cd ..:** This command moves you one directory up/back in the directory structure.

    Syntax: cd .. <dir/folder name>
  - ➤ **ls:** This command lists the directory/folder contents.

    Syntax: ls
  - ➤ **cls:** This command clears the screen.

    Syntax: cls
  - ➤ **del:** This command deletes one or more files.

    Syntax: del <filename>

- **mv:** This command is used for either moving a file to a new location or for renaming the file.

  Syntax: mv <old file name> <new filename>

  mv <filename> <new location>
- **Copy:** This command copies one or more files.

  Syntax: copy <file name> <new location>
▶ **Control Buttons:** The control buttons (Minimise, Maximise/Restore and Close) are located at the right corner of the title bar.
  - **The Close (X) Button:** It closes an already open window and thus allows you to exit a program.

- **The Maximise (□) Button:** It maximises the program, making it full screen. If it is already maximised, it looks like a box on the top of another box. If you click on it in that state, it will return the window to its previous size.
- **The Minimise (-) Button:** It reduces the current window to a taskbar button. Clicking on the button on the taskbar restores the window to its former state.

Practice *Exercise*

? Multiple Choice Questions

Q 1. Which of the following keyboard shortcuts allows you to nullify an action?
- a. CTRL + Z
- b. CTRL + B
- c. CTRL + Y
- d. CTRL + N

Q 2. Which of the following bars shows the status of an application running in an application program?
- a. Status bar
- b. Title bar
- c. Scroll bar
- d. Toolbar

Q 3. Which of the following buttons on a window allows you to close it?
- a. Start
- b. Minimise
- c. Close
- d. Show desktop

Q 4. Which of the following is a collection of files?
- a. Folder
- b. Document
- c. Holder
- d. None of these

Q 5. Which Windows folder stores the deleted files?
- a. Recycle bin
- b. System tools
- c. Accessories
- d. None of these

Q 6. Which of the following bars contains the tools for performing various tasks/functions?
- a. Status bar
- b. Title bar
- c. Scroll bar
- d. Toolbar

Q 7. Which of the following tabs contains the options to work with files?
- a. File
- b. Edit
- c. View
- d. None of these

Q 8. Which Windows folder contains the small application programs such as Paint, Calculator, WordPad, etc?
- a. Search box
- b. System tools
- c. Accessories
- d. None of these

Q 9. Which of the following keys deletes a file/folder permanently?
- a. Ctrl
- b. Shift
- c. Delete
- d. None of these

Q 10. Which of the following buttons minimises an application window?
- a. Minimise
- b. Maximise
- c. Close
- d. Start

? Fill in the Blanks Type Questions

Q 11. Windows 7 has a user-friendly .... enabled user interface.

Q 12. The .... feature allows you to quickly access your favourite, recent and frequently used files.

Q 13. The .... feature enables you to resize and expand windows more quickly and also allows to compare the contents of two different windows.

Q 14. The .... feature makes all your open windows transparent.

Q 15. The .... are containers that can contain files, icons and programs.

Q 16. The .... button is found at the bottom left part of the taskbar.

? Assertion and Reason Type Questions

Directions (Q. Nos. 17-21): *In the questions given below, there are two statements marked as Assertion (A) and Reason (R). Read the statements and choose the correct option.*
- a. Both Assertion (A) and Reason (R) are true and Reason (R) is the correct explanation of Assertion (A).
- b. Both Assertion (A) and Reason (R) are true, but Reason (R) is not correct explanation of Assertion (A).
- c. Assertion (A) is true, but Reason (R) is false.
- d. Assertion (A) is false, but Reason (R) is true.

Q 17. Assertion (A): Windows operating system is one of the most popular and commonly used CUI enabled operating system and Windows 7 is the version of Windows operating system that is most commonly and widely used nowadays.

Reason (R): An Operating System (OS) is system software that manages computer hardware, software resources and provides common services for computer programs.

Q 18. Assertion (A): Windows 7 enables you to use your PC as a hub to store and share the music, videos, photos and even support TV functions or stream it to support other devices using the Play To option.

Reason (R): Windows 7 supports Aero Shake feature that enables you to click a window pane and shake your mouse to minimise all other open windows.

Q 19. Assertion (A): The Homegroup is a feature in Windows 7 that enables you to easily connect to two or more PCs running on Windows 7, on your home network, for the purpose of sharing.

Reason (R): The Jump Lists feature allows you to quickly access your favourite, recent and frequently used files.

Q 20. Assertion (A): Aero Peek feature makes all the open windows transparent, so that you can see the desktop.

Reason (R): Aero Snap feature enables you to reshape and expand Windows more quickly. It also allows to compare the contents of two different windows.

Q 21. Assertion (A): Windows 7 is compatible with touchscreen monitors. This feature enables you to interact with your PC with a touchscreen monitor by using your fingers and multi-touch gestures.

Reason (R): Icons are small graphical images on the desktop that represent various application programs, files and folders.

Answers

1. (a)	2. (a)	3. (c)	4. (a)	5. (a)
6. (d)	7. (a)	8. (c)	9. (c)	10. (a)

11. GUI
12. Jump lists
13. Aero snap
14. Aero peek
15. folders
16. Start

17. (d)	18. (b)	19. (b)	20. (c)	21. (b)

? Case Study Based
Questions

Case Study 1

Windows 7 is a major release of the Windows NT operating system developed by Microsoft. It was released to manufacturing on July 22, 2009 and became generally available on October 22, 2009. It is the successor to Windows Vista, released nearly three years earlier. It remained an operating system for use on personal computers, including home and business desktops, laptops, tablet PCs and media centre PCs, and itself was replaced in November 2012 by Windows 8, the name spanning more than three years of the product.

Until April 9, 2013, Windows 7 RTM provided content such as security updates, software updates, PC driver updates and technical support, after which installation of services Pack 1 is required for users to receive support and updates. Windows 7's server counterpart, Windows Server 2008 R2, was released at the same time.

Q 1. Windows 7 is an Operating System launched by Microsoft in:
a. 2006   b. 2009
c. 2007   d. 2008

Q 2. Windows 7 Operating System is an upgrade from:
a. Window 98   b. Window 2000
c. Window Millennium   d. Window XP or Vista

Q 3. Windows 7 new Aero Interface Features includes except:
a. Aero Peek   b. Aero Shake
c. Aero task   d. Aero Snap

Q 4. Moving an item across the screen with the mouse.
a. Web browser   b. Double-click
c. Drag   d. Recycle bin

Answers

1. (b)   2. (d)   3. (c)   4. (c)

Case Study 2

Windows 7 is a GUI based operating system developed by Microsoft. It has amazing features that have made it a popular choice to be used at homes, offices, educational institutes and various other places. It has a user-friendly interface that is very convenient to use and even a person who is not well versed with computers can learn and use it easily. The user need not type commands like in the CUI operating system.

Q 1. What do you mean by the term client?

Q 2. Define Library in window 7.

Q 3. Name the programs designed to make users more productive.

Q 4. Define Aero glass.

Answers

1. Computer connected to a server is called Client.
2. A library is a collection of folders and files that are stored in several locations across your computer or network.
3. Application Software are the programs designed to make users more productive.
4. Translucent glass effect around the borders of the windows is known as Aero glass.

? Very Short Answer
Type Questions

Q 1. What do you understand by Windows?

Ans. Windows is an operating system that controls all parts of that computer system on which it is installed.

Q 2. What do you mean by Icons?

Ans. Icons (or graphical pictures) represent applications, files and other parts of the operating system. These are the main part of GUI which help a user to operate some digital device in an easy way.

Q 3. Explain taskbar.

Ans. Taskbar is the long horizontal bar at the bottom of your screen. It includes Start button, Quick Launch toolbar, Open Application toolbar, Notification area and Show Desktop button.

Q 4. Where is the title bar located?

Ans. The title bar is the horizontal bar located at the top of a window. It displays the name of the window or software program being used.

Q 5. Define the Maximise button.

Ans. The Maximise button in Windows is the middle button with square. It allows the user to enlarge a window, usually making it fills the entire screen.

Q 6. Name any three Windows accessories.

Ans. Notepad, Paint, Calculator.

Q 7. How do you start the Paint in your computer?

Ans. To start the paint:
Click Start → All Programs → Accessories → Paint

Q 8. What is the use of Navigation Pane in folder window?

Ans. Navigation Pane offers to access libraries, folders, saved searches and even the entire hard disk pane, contents, etc.

Q 9. For what purpose, left clicking is often used?

Ans. Left clicking is most often used to select or open a file/folder.

Q 10. What is a Folder?

Ans. A folder is a location or storage space where programs, files and other folders can be located.

Q 11. Explain Documents folder.

Ans. Documents is a folder that stores user's important files and folders that are used with many of the programs running on your computer.

Q 12. Yesterday, Rahul created a file named detail.txt and saved it. Now, he wants to open it but he has forgotten where he saved it on his laptop. Suggest him a way to find the file.

Ans. He can find his file by using Search option.

Q 13. Name the next version of Microsoft Windows after Vista and XP.

Ans. Windows 7

Q 14. Name the feature available in Windows 7 ultimate for data security.

Ans. Bit Locker Data Protection is the feature available in Windows 7 ultimate for data security.

Q 15. What does the WYSIWYG means?

Ans. WYSIWYG means that a printed document is exactly a copy of what you see on screen.

? Short Answer
Type Questions

Q 1. What does Aero Shake feature of Windows 7 enable you to do?

Ans. Windows 7 supports Aero Shake feature that enables us to click a window pane and shake our mouse to minimise all other open windows. We can shake the pane again to restore the windows to their original sizes.

Q 2. What are Gadgets?

Ans. Windows 7 offers small application programs called Gadgets to facilitate our routine-based tasks. Different types of gadgets such as Calendar, Clock, CPU meter, Currency, Feed Headlines, Windows, Media Center, Weather, Picture Puzzle and Slide Show are there that can be placed on the desktop.

Q 3. Discuss the purpose of the Scroll bar.

Ans. The Scroll bar appears when there is more matter on the window screen to display. This is usually a vertical scroll bar, but a horizontal scroll bar may also appear if the width of the window is too narrow and the information is too much.

Q 4. How does a context menu open up?

Ans. Clicking on the right mouse button opens up a menu called the context menu that has various commands related to an application program.

Q 5. Start menu is a gateway to the applications. Describe it.

Ans. The Start menu is a gateway to the applications that are present on your computer. The left side of the Start menu lists programs and the right side allows access to common windows folders. It also provides access to Help and Support, Search and Run options.

Q 6. What is the significance of icons? Give the example of any three types of icons.

Ans. Icons refer to graphic symbols that represent window elements. The three types of icons are as follows: the application icon, the shortcut icon and the document icon.

Q 7. List some main components of a default window.

Ans. The main components of a default window are as follows:
(i) Title bar   (ii) Scroll bar
(iii) Menu bar   (iv) Status bar

Q 8. Discuss the features of Title bar.

Ans. Title bar displays the name of the window or software program. This bar can maximise, minimise, restore or close a window. It is also used to move a window using any pointing device.

Q 9. Suppose you move or copy a folder named Alignment. The Alignment folder contains four subfolders, namely Left, Center, Right and Justify. When the folder is moved/copied to another location, will it carry with its the four subfolders Left, Center, Right and Justify or not?

Ans. Yes, the Alignment folder will carry the four sub-folders Left, Center, Right and Justify because when we move or copy a folder to a new location, then all its contents (i.e. sub folders and files) also get moved or copied.

Q 10. GUI has become a standard way of how to users interact with a computer? Its one feature is WYSIWYG.

(i) Give full form of both abbreviations used in the above paragraph.

(ii) Write one other feature of GUI.

Ans. (i) GUI - Graphical User Interface

WYSIWYG - What You See Is What You Get.

(ii) GUI contains icons that represent files, folders and other applications.

Q 11. Sweety wants to use an operating system based on graphical user interface, suggest her a name. Also, tell what is the meaning of graphical user interface?

Ans. Windows is an operating system based on graphical user interface. Graphical user interface means that it has pictures (graphics) that you use to communicate (interface) with the computer.

Q 12. Rajat is a commerce student and wants to do his homework but somehow he has lost his calculator and wants to take computer's help. He has Windows 7 on his system. Suggest him a way to do so.

Ans. Rajat can use calculator in the system that can do simple as well as sophisticated calculations.

To start the calculator:

Click Start → All Programs → Accessories → Calculator.

CHAPTER TEST

Multiple Choice Questions

Q 1. Which of the following is the shortcut key combination to cut a file?

a. Ctrl + C
b. Ctrl + V
c. Ctrl + K
d. Ctrl + X

Q 2. Which of the following shortcut key combinations allows you to delete a file permanently?

a. Shift + DEL
b. CTRL + DEL
c. Ctrl + X
d. Ctrl + K

Q 3. Which of the following bars shows the name of an opened application program?

a. Status bar
b. Title bar
c. Scroll bar
d. Address bar

Q 4. Which of the following bars allows you to navigate up and down a series of windows by double-clicking on a folder?

a. Status bar
b. Title bar
c. Scroll bar
d. Address bar

Q 5. Which of the following buttons minimises all the running program windows and reveals the desktop?

a. Start
b. Minimise
c. Close
d. Show desktop

Fill in the Blanks

Q 6. The .... button is found at the bottom left part of the taskbar.

Q 7. Collection of interrelated information or data is known as a ....

Assertion-Reason Type Questions

Directions (Q. Nos. 8-9): *In the questions given below, there are two statements marked as Assertion (A) and Reason (R). Read the statements and choose the correct option.*

a. Both Assertion (A) and Reason (R) are true and Reason (R) is the correct explanation of Assertion (A).
b. Both Assertion (A) and Reason (R) are true, but Reason (R) is not correct explanation of Assertion (A).
c. Assertion (A) is true, but Reason (R) is false.
d. Assertion (A) is false, but Reason (R) is true.

Q 8. Assertion (A): WordPad is a small word processor program that is used to type the documents. It has features to let you type the text as well as to format the text.

Reason (R): Quick Access Toolbar is located at the top of the Paint window and contains some important options like Save, Undo and Redo.

Q 9. Assertion (A): The Status bar appears at the top of the program window. This bar displays the name of the opened application program, folder and also contains the Minimise, Maximise/Restore and Close buttons.

Reason (R): The Tool bar contains the tools for performing various tasks/functions.

Case Study Based Questions

Q 10. Windows 7 was intended to be an incremental upgrade to Microsoft Windows, addressing Windows Vista's poor critical reception while maintaining hardware and software compatibility. Windows 7 continued improvements on Windows Aero (the user interface introduced in Windows Vista) with the addition of a redesigned taskbar that allows applications to be "pinned" to it and new window management features. Other new features were added to the operating system, including libraries, the new file-sharing system

HomeGroup and support for multi-touch input. A new "Action Centre" interface was also added to provide an overview of system security and maintenance information and tweaks were made to the User Account Control system to make it less intrusive. Windows 7 also shipped with updated versions of several stock applications, including Internet Explorer 8, Windows Media Player and Windows Media Centre.

(i) **What action allows you to open user account and makes the computer available?**
    a. Password   b. Start menu
    c. User interface   d. Logging on

(ii) **Move the mouse pointer to rest on the item of choice.**
    a. Icon
    b. Web browser
    c. Programme Presentation
    d. Point

(iii) **When you press and release the primary mouse button is called:**
    a. Click
    b. Double-click
    c. Programme presentation
    d. Website.

(iv) **Collection of gadgets is:**
    a. Microsoft window   b. Gadget gallery
    c. User name   d. Recycle bin

Q 11. Windows is a graphical operating system developed by Microsoft. It allows users to view and store files, run the software, play games, watch videos and provides a way to connect to the internet. It was released for both home computing and professional works. Microsoft introduced the first version as 1.0. It was released for both home computing and professional functions of Windows on November 10, 1983. Later, it was released on many versions of Windows as well as the current version, Windows 10. Microsoft Windows includes a wide array of features, tools and applications to help get the most out of Windows and your computer.

(i) **What do you mean by the term sticky notes?**
(ii) **Define Aero snap feature in windows operating system.**
(iii) **Define Aero peek feature.**
(iv) **What is mean by Drag and Drop?**

Very Short Answer Type Questions

Q 12. Define Notification area.

Q 13. What is the use of address bar?

Short Answer Type Questions

Q 14. What is a Restore button?

Q 15. What is the use of double click?