COMPUTER SCIENCE

HIGHER SECONDARY FIRST YEAR

2, 3 & 5 MARKS
QUESTION AND ANSWERS

CHAPTER 7

AN INTRODUCTION TO WINDOWS XP

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Multiple Choice Questions And Answers

1. Windows XP Professional is a _____operating system
   a) single-user   **b) user-friendly**   c) user-dependent   d) user-independent
2. Which of the following is a user-friendly operating system?
   a) UNIX   b) LINUX   c) DOS   d) Windows XP
3. The most important advantage of using Windows is its _____
   a) GAI   **b) GUI**   c) IUG   d) GUA
4. GUI is pronounced as _____
   a) GOOYEE   b) GOOUI   c) GOYI   d) GAI
5. Right side brain is good in processing the _____
   a) numbers   b) letters   c) drawings   **d) pictures**
6. Before the introduction of GUI, users of OS, mainly used their _____brain.
   a) left side   b) right side   c) front side   d) back side
7. _____ operating system uses Command Line Interface(CLI)
   a) Mac   **b) MS-DOS**   c) Windows   d) both b and c
8. Windows XP Professional combines all the positive aspects of its _____predecessors.
   a) Microsoft   b) Apple   c) IBM   d) Sun Micro
9. The _____ introduced the concept of Windows.
   a) Sun Micro   b) IBM   c) Microsoft   **d) Apple**
10. _____ popularised the Windows concept.
    a) Sun Micro   b) IBM   **c) Microsoft**   d) Apple
11. The first version of Windows is_____.
    a) Windows 3.1   b) Windows 4.0   **c) Windows 3.0**   d) Windows 4.1
12. Windows 3.0 was followed by _____
    a) Windows 3.1   b) Windows 4.0   c) Windows 3.0   d) Windows 3.11
13. Windows 3.1 used a window called _____to launch applications
    a) Process Manager   b) Task Manager   c) GUI Manager   **d) Program Manager**
14. Microsoft introduced _____ for workgroups.
    a) Windows 3.1   b) Windows 4.0   c) Windows 3.0   d) Windows 3.11
15. _____was a complete operating system.
    a) Windows 3.0   b) Windows 3.1   **c) Windows 95**   d) Windows 91
16. _____ operating system is independent of 9x(95 or 98)
    a) Windows NI   b) Windows 3.1   c) Windows 3.0   **d) Windows NT**
17. In Windows NT, NT means _____
    a) New Terminal   b) New Task   **c) New Technology**   d) Next Technology
18. Windows Me stands for _____
    a) Windows Meeting   **b) Windows Millennium**
    c) Windows Make me   d) Windows Maximum
19. _____professional is designed to satisfy the insatiable demand of the business
    a) Windows 95   **b) Windows XP**   c) Windows 98   d) Windows NT
20. _____is an input device that you move on a flat surface
    a) joystick   b) keyboard   **c) mouse**   d) scanner

21. When you move the mouse, a pointer moves on the screen is called _____
    a) Mouse Pointer   b) insertion pointer   c) cursor   d) arrow pointer
22. The mouse has either _____ or _____ buttons on the top.
    a) 3 or 4   **b) 2 or 3**   c) 1 or 2   d) 1 or 3
23. _____the mouse is simply dragging the mouse on the mouse pad.
    a) pressing   b) dragging   **c) moving**   d) clicking
24. _____is used to select objects on the Windows screen
    a) pressing   b) dragging   c) moving   **d) clicking**
25. _____ is most often used to start applications.
    a) pressing   **b) double-click**   c) moving   d) clicking
26. _____ mouse action is used to move an object from one place to another.
    a) click and drag   b) double-click   c) moving   d) clicking
27. When you click and drag an object, the object moves along with the _____
    a) screen   b) background   c) text pointer   **d) mouse pointer**
28. If you right click on an item, you will be provided with a _____menu.
    a) windows   **b) context sensitive** c) help   d) multiple
29. Context sensitive menu is also called _____menu
    a) help   b) windows   **c) short-cut**   d) keyboard
30. The context sensitive menu provides almost all the facilities offered by_____ as well as _____.
    a) menu, edit   **b) menu, toolbars**   c) short cut, edit d) either a or c
31. To move the mouse pointer by using the keyboard, make sure that _____ is turned on.
    a) Num Lock   b) Caps Lock   c) Tab Lock   d) Key Lock
32. Equivalent key in the keypad for the mouse action double-click is_____
    a) /   b) 5   **c) +**   d) -
33. _____ is the equivalent key in the keypad of the keyboard for the mouse action of click
    a) /   **b) 5**   c) +   d) -
34. Use _____Keys when Num Lock is on.
    a) Function   b) Number   **c) Mouse**   d) Alphabet
35. The key equivalent to lock the selected button is _____.
    a) insert   b) delete   c) +   d) *
36. _____key is pressed to select both mouse buttons
    a) insert   b) delete   c) +   **d) ***
37. Press the _____ key to select the left mouse button.
    a) slash   b) plus   c) minus   d) 5
38. Press _____ key to release the button and drop the object.
    a) slash   b) insert   **c) delete**   d) plus
39. If we turn off Num Lock, we can use the regular _____ keys.
    a) Function   b) Number   **c) arrow**   d) Alphabet
40. The aim of logging in is to take you to Windows XP _____
    a)desktop   b) screen   c) computer   d) window
41. We can select our account by clicking the appropriate icon or_____.
    a) application   b) password   **c) username**   d) picture
42. _____ is a small picture / image representing an application
    a) textbox   b) button   c) pointer   **d) icon**
43. _____is the process of closing the desktop and returning to the Windows Log In screen.
    a) Logging off   b) Log in   c) Turn off   d) Restart
44. Keyboard Short cut for Start button is _____
    a) Ctrl +Alt   b) Ctrl +C   c) Alt +Esc   **d) Ctrl +Esc**
45. ____ or ____ key is pressed to Turn off the Computer
    a) T or t   **b) U or u**   c) L or l   d) S or s

46. If we want to shut down the computer click _____button
    a) Exit   **b) Turn Off**   c) Log off   d) Close
47. We can also Turn Off the computer by the key combinations of _____
    a) Shift+F4   b) Alt+F3   **c) Alt+F4**   d) Ctrl+F4
48. If we want to switch over to the other operating system then click _____button.
    a) Restart   b)Next   c) Log in   d) Start
49. When we switch on the computer, Windows XP automatically starts loading from the _____
    a) CD   **b) Hard disk**   c) Memory   d) Desktop
50. The opening screen of Windows XP is called_____.
    a) Dialog box   b) Window   **c) Desktop**   d) Task bar
51. Computers that are not connected to any other computers are called _____ computers.
    a) **Stand-alone**   b) Personal   c) Home   d) Terminal
52. _____ basic working platform of Windows XP.
    a) CPU   b) Windows   **c) Desktop**   d) Program
53. The _____is usually a narrow strip, present at the bottom of the screen.
    a) Status bar   b) Menu bar   c) Tool bar   **d) Task bar**
54. On the left of the Task bar, it has the ____button.
    a) OK   **b) Start**   c) Login   d) Cancel
55. When we click on the Start button, the _____menu appears on the left side of the screen.
    a) View   b) Edit   **c) Start**   d) File
56. Using the _____menu, we can start any application that we have currently installed.
    a) View   b) Edit   **c) Start**   d) File
57. Next to the Start button is the _____Toolbar.
    a) Formatting   b) Task   c) Launch   **d) Quick Launch**
58. Through the _____toolbar which contains icons that allow you to select some commonly used
    Internet-related applications.
    a) Formatting   b) Task   c) Launch   **d) Quick Launch**
59. On the extreme right of the Task bar is the _____
    a) Start button   b) Start menu   **c) Systems Tray**   d) Quick Launch Toolbar
60. The empty space between the _____Toolbar and the _____is used to display buttons for the
    applications currently being used.
    a) Start, System Tray   **b) Quick Launch, Systems Tray**
    c) Quick Launch, Start button   d) Task, Start button
61. The clock is displayed on the _____
    a) Start button   b) Start menu   **c) Systems Tray**   d) Quick Launch Toolbar
62. The _____acts as a launch pad for most of the things we want to do with Windows XP..
    a) Start menu   b) Task bar   c) Systems Tray   d) Desktop
63. The _____on the taskbar is used to change the date and time.
    a) button   **b) Clock**   c) Systems Tray   d) Calendar
64. When we start an application, it occupies a rectangular area on the desktop called _____
    a) window   b) dialog box   c) Text box   d) background
65. To start WordPad, click on _____
    a) Start➔ All Programs➔Accessories➔WordPad
    b) Start➔ All Programs➔Control Panel➔WordPad
    c) Start➔ Windows Explorer ➔Accessories➔WordPad
    d) Start➔ Accessories➔All Programs➔WordPad
66. At the top of each window is the _____.
    a) Menu Bar   b) Tool Bar   **c) Title Bar**   d) Task Bar
67. Below the Title Bar is the _____.
    a) Menu Bar   b) Tool Bar   c) Status Bar   d) Task Bar

68. One or more _____appear below the menu bar
    a) Title Bars   **b) Tool Bars**   c) Status Bars   d) Task Bars
69. _____ consist of icons representing shortcuts for the most frequently used commands.
    a) Menu Bar   **b) Tool Bar**   c) Title Bar   d) Task Bar
70. _____ is the short cut key to save a file
    a) Ctrl +X   b) Ctrl +C   **c) Ctrl +S**   d) Ctrl +F
71. We cannot drag a Window when it is either _____ or minimized.
    a) restored   b) closed   c) moved   **d) maximized**
72. Every window has a _____that can be used to change its size.
    a) Title Bar   **b) Border**   c) Outline   d) Dialog box
73. Windows XP is an _____operating system
    a) intra-active   b) user-active   **c) inter-active**   d) extra-active
74. _____are used to allow the user to enter some data
    a) Text boxes   b) Dialog boxes   c) Text areas   d) windows
75. _____ boxes display a list of choices.
    a) Text   b) Dialog   **c) List**   d) menu
76. Every text box is accompanied by a _____ that tells you what should be entered in that box.
    a) prompt   b) label   c) menu   **d) either a or b**
    _____list boxes which have a small black inverted triangle at one end.
    a) Pop-up   **b) Drop-down**   c) Drop-menu   d) Drop-up
77. _____buttons are used to display multiple options where we can select only one of the buttons
    a) Check   b) Click   **c) Radio**   d) Choice
78. _____ boxes are used to enable or disable options.
    a) Check   b) List   c) Radio   d) Choice
79. A tick mark in the_____ square indicates that the option is enabled
    a) Text box   **b) Check box**   c) Radio button   d) Option button
80. We can select any number of _____boxes in the given option
    a) Check   b) Click   c) Radio   d) List
81. The _____ and_____ buttons are the most frequently used buttons in Windows XP
    a) OK, Ignore   b) OK, Click   **c) OK, Cancel**   d) Yes, Cancel
82. Clicking on _____ button will make Windows ignore the changes
    a) Cancel   b) OK   c) Ignore   d) No
83. _____ are used to display different sets of options in dialog boxes.
    a) List boxes   **b) Tabs**   c) Radio buttons   d) Check boxes
84. _____are used to enter a value by physically moving a marker over a slide
    a) Pointers   b) Text boxes   c) Scroll   **d) Sliders**
85. The Microsoft provides lot of help in its _____in Windows XP
    a) Help and Share Center   b) Help Center
    c) Help and Support Center   d) Support Center
86. _____ key will provide the help relevant to the program
    a) F2   b) F5   c) F7   **d) F1**
87. There is no _____ in Help and Support Center window.
    a) Menu Bar   b) Tool Bar   c) Title Bar   d) Task Bar
88. If we pick a topic from the _____ that will take us either to Remote Assistance or to
    Support and Windows XP news groups.
    a) Pick a Task   b) Help Center   c) Pick a Help Topic **d) Ask for Assistance**
89. If we click the _____ underline text, it will open the item associated with the text.
    a) black   **b) blue**   c) green   d) red
90. If we click on ____ underlined term it will provide the definition of the term.
    a) black   b) blue   **c) green**   d) red

91. _____ is the first button in the navigation bar from left
    a) history　　　　　**b) back**　　　　c) home　　　　d) forward
92. _____ button will take us to the previous page in Help.
    a) history　　　　　**b) back**　　　　c) home　　　　d) forward
93. _____button is disabled in the beginning.
    a) history　　　　b) back　　　c) forward　　**d) both b and c**
94. _____is the third button from left in the navigation bar.
    a) history　　　　b) back　　　**c) home**　　　d) forward
95. _____stores a list of help pages we have visited recently, in the left pane.
    a) history　　　b) back　　　c) home　　　d) forward
96. The Taskbar is usually at the _____ of the desktop
    a) top　　　　b) left side　　　c) right side　　**d) bottom**
97. We can arrange the windows with _____ ways.
    a) 2　　　　**b) 3**　　　c) 4　　　d) many
98. We can move a window by clicking and dragging the _____ of the window
    a) Menu bar　　　b) button　　　**c) title bar**　　d) borders
99. Show the Desktop is a substitute for _____button.
    a) Show Desktop　　b) Show Window　c) Show Task　d) Show Icon
100. Click on _____ , we will be shown Taskbar and Start Menu Properties.
    a) Start　　　　**b) Properties**　　c) Menu　　　d) Desktop
101. _____are constantly moving images that appears when the computer has been idle for some time.
    a) Wallpapers　　b) Pictures　　c) 3D Text　　**d) Screen savers**
102. Screen Saver tab is available in the _____dialog box.
    a) Picture　　　b) Properties　　c) Display　　**d) Display Properties**
103. _____ dialog box is used to change the wallpaper, screen savers, etc
    a) Picture　　　b) Properties　　c) Display　　**d) Display Properties**
104. _____allows us to install and manage the different hardware components attached to our computer
    a) Windows　　　b) Drive　　c) Desktop　　**d) Control Panel**
105. To open the Control Panel window, click _____
    a) Control Panel → Start　　　　**b) Start → Control Panel**
    c) Edit → Control Panel　　　　d) File → Control Panel
106. The default view Control Panel window is _____View
    a) Icon　　　b) Classic　　**c) Category**　　d) List
107. _____ icon in Control panel allows to adjust your computer settings for vision, hearing and mobility deficiency
    a) Properties　　b) Fonts　　c) Display　　**d) Accessibility Options**
108. All information in Windows is stored as _____
    a) Icons　　　b) Folders　　**c) Files**　　d) data
109. Files in Windows are broadly classified into _____categories.
    a) two　　　b) three　　c) four　　d) many
110. Application files are also called as _____ files
    a) Data　　　b) System　　c) Information　　**d) Program**
111. _____are used to create data files.
    a) Folders　　　**b) Applications**　　c) Information　　d) Program
112. _____files are files that are created by the user using an application.
    a) Data　　　b) System　　**c) Document**　　d) Program
113. We can start an application by clicking on its _____ on the desktop or by using the _____ menu.
    a) Icon, Start　　b) Start, Icon　　c) Icon, Task　　d) Start, Task

114. A button representing the application also appears on the _____
a) Status bar   b) Tool bar   **c) Task bar**   d) Title bar
115. MS-DOS stands for _____
a) Microsoft Data Operating System   b) Microsoft Disk Operation System
c) Microsoft Data Operation Systems   **d) Microsoft Disk Operating System**
116. To use any DOS Command, _____option of windows can be used.
a) Run   b) Start   c) GUI   **d) Command Prompt**
117. To open MS-DOS Command Prompt Window, select _____
a) Start→All Programs→Accessories→Command Prompt
b) Start→Accessories→Command Prompt
c) Start→ Accessories→All Programs→ Command Prompt
d) All Programs→ Start→Accessories→Command Prompt
118. Windows has an in-built clock, which is usually displayed on the _____
a) Status bar   b) Tool bar   **c) Task bar**   d) Title bar
119. _____ can be used to perform mathematical and scientific calculations.
a) Data   **b) Calculator**   c) Computer   d) Program
120. To start the Calculator, select _____
a) Start→All Programs→Accessories→Command Prompt
b) Start→ All Programs→Accessories→Calculator
c) Start→ Accessories→ Calculator
d) Start→ Accessories→All Programs→ Calculator
121. The two modes of Calculator are _____ and _____
a) Standard, Normal   b) System, Scientific
c) Normal, Scientific   **d) Standard, Scientific**
122. _____ menu is clicked to use the Calculator in the Scientific mode.
a) File   **b) View**   c) Edit   d) Window
123. _____is an application that lets you draw and color pictures.
a) Drawing   b) Icon   c) Wordpad   **d) Paint**
124. You can color the pictures using the _____ in Paint.
a) Palette   **b) Color Box**   c) Color Bar   d) Air Brush
125. _____is a simple word processor that comes along with Windows.
a) MS-DOs   b) Button   **c) WordPad**   d) Paint
126. A small vertical blinking line appears at the work area is _____
a) Pixel   **b) cursor**   c) Line   d) Mouse Pointer
127. _____indicates your current position on the screen.
a) Pixel   **b) cursor**   c) Line   d) Pointer
128. _____key on the keyboard is used to start a new paragraph.
a) Space   b) Ctrl   **c) Enter**   d) Delete
129. If you want to set the margin that can be done with _____of the File menu
a) Page Setup   b) Page Preview   c) Setup   d) Page
130. _____ key is pressed to move the cursor to the beginning of the line.
a) Ctrl+Home   **b) Home**   c) Alt+Home   d) Start
131. _____ key is pressed to move the cursor to the end of line.
a) Ctrl+End   **b) End**   c) Alt+End   d) Tab
132. _____ key is pressed to move the cursor to the top of the document.
a) Ctrl+Home   b) Home   c) Alt+Home   d) Page Up
133. _____ key is pressed to move the cursor one word to the left
a) Ctrl + ←   b) Left   c) ←   d) →
134. _____key deletes the character before the cursor.
a) Ctrl   b) Delete   c) Shift   **d) Backspace**

135. _____key deletes the character after the cursor.
     a) Ctrl   **b) Delete**   c) Shift   d) Backspace
136. If we are in _____mode, we can insert new text by simply typing it.
     a) Delete   b) type   **c) insert**   d) overwrite
137. If we are in _____mode, the text you enter will overwrite the existing text.
     a) Delete   b) type   c) insert   **d) overwrite**
138. Pressing_____ key will take you to either insert or overwrite mode.
     a) Alt   **b) Insert**   c) Delete   d) Tab
139. To close WordPad, select _____from the File menu
     a) End   b) Open   **c) Exit**   d) Close
140. The _____ on the taskbar allow you to switch between Applications
     a) Pointers   **b) buttons**   c) Menus   d) Icons
141. The Window that we are currently using is highlighted and it is called _____ Window.
     a) Active   b) Home   c) Action   d) First
142. Windows uses a temporary storage location called _____ to store data being moved or copied
     a) Cookie   b) Memory   c) Buffer   **d) Clipboard**
143. _____removes the data from the source location and places them in the destination location
     a) Copying   **b) Moving**   c) Linking   d) Embedding
144. _____ leaves the source data untouched and makes a new copy in the destination location.
     a) Copying   b) Moving   c) Linking   d) Embedding
145. In Paint _____tool is used to mark the picture to be copied or moved.
     a) Brush   b) Magnifier   **c) Select**   d) Pencil
146. To copy the picture, click on the _____ menu and select _____
     a) Edit, Copy   b) Edit, Cut   c) File, Copy   d) File, Cut
147. Keyboard short cut for copying the text is _____
     a) Ctrl + X   **b) Ctrl + C**   c) Ctrl + V   d) Alt + C
148. Keyboard short cut for moving the text or picture is _____
     a) Ctrl + X   b) Ctrl + C   c) Ctrl + V   d) Ctrl + B
149. Keyboard short cut for paste the text or picture is _____
     a) Ctrl + X   b) Ctrl + C   **c) Ctrl + V**   d) Alt + V
150. We can store 24 different items in the _____
     a) ClipText   **b) ClipBook**   c) ClipBoard   d) ClipArt

TWO MARKS QUESTIONS AND ANSWERS

1. Write Short notes on Windows XP.

Windows XP Professional is a user-friendly operating system designed for popular use. The most important advantage of using Windows is its GUI(Graphical User Interface). Windows XP Professional combines all the positive aspects of its Microsoft predecessors.

2. What are the advantages of Windows XP?

- Windows XP Professional is a user-friendly operating system
- It uses Graphical User Interface(GUI)
- It is a multi-user operating system
- It provides the facility to work multiple applications at a time
- It is designed to satisfy the demands of business community.

3. What are interfaces?

Interface is a virtual connection between two entities.

Examples:

- ✓ **T.V. Remote** is an interface which connects a **user** and a **T.V.**
- ✓ **Operating System** is an interface which connects a **user** and a **Computer**

4. Define CLI.

Command Line Interface(CLI) is a kind of interface. It consists of cryptic commands and we have to type them without mistakes. Some operating Systems are also case sensitive. A simple spelling mistake or missed space will result in an error. **Example: MS-DOS**

5. What is a Mouse?

The mouse is an input device that you move on a flat surface (usually a mouse pad.). When we move the mouse, a pointer moves on the screen. This pointer, called the **Mouse Pointer,** is used to point to things on the screen. The mouse has either two or three buttons on the top. The left button is the most often used.

6. What is context sensitive menu?

If we right click on an item, we will be provided with a context sensitive menu. Context sensitive menu is also called **short-cut menu**. The context sensitive menu provides almost all the facilities offered by menu as well as toolbars.

7. What is Logging off?

Logging off is the process of closing the desktop and returning to the Windows Log In screen.

8. What are the two ways to start an application in Windows XP?

(i)   Using icons on the desktop
(ii) Using the Start menu

9. What is a window?

When we start an application, it occupies a rectangular area on the desktop. This rectangular area is called a window. We can have several windows on our desktop at the same time.

10. **How do you change the size of a window?**
   - Every window has a **Border** that can be used to change its size.
   - Point to the window border with the mouse.
   - The mouse pointer changes into a double-headed arrow.
   - Click and drag this arrow to increase or decrease the size of window

11. **How the search results pane is divided in the Help and Support Center Window?**
   The Search Result pane is divided into:
   i)   Suggested Topics
   ii) Full Text Search Matches
   iii) Microsoft knowledge Base

12. **What are the different ways to arrange the windows?**
   i)   Cascade Windows
   ii) Tile Windows Horizontally
   iii) Tile Windows Vertically

13. **What is Wallpaper?**
   Wallpaper is the background display that appears on your desktop. We can choose from several standard Wallpapers that are available as part of Windows XP.

14. **What is Screen Saver?**
   Screen Savers are constantly moving images that appears when the computer has been idle for sometime

15. **Why we use Screen Saver?**
   In old monitors, if you left the images on the screen unchanged for long, the characters would burn-in, leaving a permanent impression on the screens. To avoid these Screen Savers were used.

16. **How can you customize the desktop?**
   We can change the appearance of the desktop by changing the background, adding icons, moving icons, moving and resizing the taskbar and so on. We can also add Screen Savers.

17. **What are the two different types of files?**
   All the information in Windows are stored as **Files.** They are broadly classified into two types:
   i)   Application Files
   ii) Document Files

18. **What are Application files?**
   Application files are files with which you can do something. Examples: files that allow you to draw and paint, enter and save text, calculate and play games are application files.

19. **What are Document files?**
   - Document files are files that are created by the user using an application.
   - We can start an application by clicking on its icon on the desktop or by using the start menu.
   - At the same time, a button representing the application also appears on the taskbar.
   - This button stays on the taskbar as long as the application is active and disappears only when we close the application.

20. **What is the use of Command Prompt? How do you open Command Prompt? (or) Where is MS-DOS Prompt available? How do you use it ?**

   - Command Prompt option on the start menu allows you to use MS-DOS commands and run DOS-based programs.
   - To open Command Prompt window, Select **Start → All Programs→Accessories→ Command Prompt**.
   - The window displays the familiar **C:\> prompt.** We can use any DOS command here

21. **What is a Cursor?**
   A small vertical blinking line appears at the top left corner of the work area. This is the Cursor. Cursor indicates our current position on the screen.

22. **Define Word Wrap.**
   WordPad automatically moves the cursor to the beginning of the next line. This feature is called as **Word wrap.**

23. **What is the Clipboard? How is it used?**
   - The Clipboard is a temporary storage in Windows for data being copied or Moved.
   - We can use the clipboard to store any kind of data.
   - The information to be transferred is first copied from the **source application** to the **Clipboard** and from there to the **destination application.**

24. **What is the difference between copying and moving data?**

Copying	Moving
Copying leaves the source data untouched and makes a new copy in the destination location	Moving removes the data from the source location and places them in the destination location

25. **What is Digit grouping?**
   We have selected **Digit grouping** under **View** menu, the numbers are separated by comma following the European convention. The numbers that appear to the left of decimal places are separated by comma for every three digits starting from the right. The leading comma (if any) is suppressed.

THREE MARKS QUESTIONS AND ANSWERS

1. **What are the steps to use the keyboard to do the work of mouse?**
   - (i)   Click the **Start** button
   - (ii) Select the **Control Panel** in the menu and click it.
   - (iii) Choose the **Accessibility Options** icon and click on it.
   - (iv) It opens a screen, click on **Accessibility Option** under **pick a Control Panel** icon.
   - (v)   Open the **Mouse tab.**
   - (vi) Activate use **MouseKeys** check box

2. **List the Equivalent keys in the keyboard for mouse actions.**

Key Equivalent	Equivalent Mouse Action
5	Click
+	Double-click
/	Select the left mouse button
*	Select both mouse buttons
-	Select the right mouse button
Insert	Lock the selected button
Delete	Release the selected button

3. **What are the steps to log off the computer?**
   - (i)   Save all your unsaved documents
   - (ii) Click the **Start** button (or press Winkey or Ctrl + Esc)
   - (iii) Click the **Log off** button (or press L or l key). Log Off is at the bottom of the **Start** menu.
   - (iv) You will be shown Log off Windows. Click **Log off** button (or press L or l key)

4. **What is Shut down? Why should you shut down your computer properly?**
   Shut down is the process of closing the desktop and Turn off (Switch off) the computer. We should shut down the computer properly. Simply turning the power off with the power switch can cause serious file system damage. While the system is on, files are in use even if you are not doing anything.

5. **What are the steps to shut down the computer?**
   - (i)   Save all your unsaved documents
   - (ii) Click the **Start** button.
   - (iii) Click **Turn Off** Computer button (or press U or u key).
   - (iv) You will be Shown Turn Off Computer Window with three options, **Turn off, Restart, Cancel**
   - (v)   To shut down the computer click **Turn Off** button (or press U or u key).

6. What is desktop? What are the things you see on the desktop?

The opening screen of Windows XP is called the Desktop. In Windows XP, the basic working platform is the Desktop. The desktop has several Icons. Each icon has a label telling us the name of the application. **Examples:** My Computer, My Documents, Recycle Bin. The desktop also contains the Taskbar at the bottom

7. Write short notes on Task bar

- The taskbar is usually a narrow strip, present at the bottom of the screen.
- On the left, it has the **Start** button.
- When we click on the Start button, the **Start menu** appears on the left side of the screen.
- Using the Start menu, you can start any application that you have currently installed.
- Next to the Start button is the **Quick Launch Toolbar.**
- The quick launch toolbar which contains icons that allow you to select some commonly used Internet-related applications.
- On the extreme right is the **Systems Tray** that contains the Clock and icons for other utilities
- The empty space between the Quick Launch Toolbar and the Systems Tray is used to display buttons for the applications currently being used.

8. Write short notes on Start Menu.

The Start menu acts as a launch pad for Windows XP. Using this menu, we can start applications, change the settings of our computer, find files and get help. The Start menu appears when we click on the Start button on the taskbar.
Two different Start menus:
   i) Usual Start menu
   ii) Classic Start menu

9. What are the buttons available in the navigation bar of Help Window?

Back: This is the first button in the navigation bar from left, clicking Back button will take you to the previous page.

Forward: This is the second button in the navigation bar. We move forward by clicking the Forward Button.

Home: This is the third button from left in the navigation bar. If we want to return to the home page, click on the Home button.

History: This stores a list of help pages you have visited recently, in the left pane.

Support: It provides the other forms of technical supports available from Microsoft

Options: This button is helpful in customizing the Help and Support Center.

10. How do you change the Wallpaper?
- Right-click anywhere in the blank area of the desktop.
- Click on **Properties**. The Display Properties dialog box appears.
- Select **Desktop tab**
- Browse through the list of wallpapers and click on the one you want
- Click on **Apply** and then on **OK.**

11. What are the steps to use a Screen Saver?
1. To use a screen saver, click on **Screen Saver** tab in the **Display Properties** dialog box.
2. Click on the drop-down list box just below the Screen Saver prompt.
3. A list of available screen savers appears Select one.
4. In the **Wait** text box, we can specify the number of minutes the computer should wait before displaying the screen saver.
5. Click on **Apply** and then on **OK.**

12. How does the computer display the correct time? How can you change time?
- Windows has an in-built clock displayed on the taskbar used to display the Date and Time.
- To change the date or the time, double-click on the **clock** on the taskbar.
- The **Date and Time Properties** dialog box appears on the screen.
- Click on the **Date & Time tab**.
- Click on the **Calendar** to change the Month and Year.
- To change the time, click on the **digital clock** seen on the right.
- Click on **OK** after you finish

13. What is WordPad? How do you start WordPad?
- WordPad is a simple word processor that comes along with Windows.
- A Word processor is a program that allows us to type and store text.
- To start WordPad, click on **Start → All Programs→Accessories→WordPad.**
- WordPad window has a title bar, menu bar, toolbar, work area and a status bar

14. Where is the Calculator available? How do you use it? Explain briefly.
- The Calculator is a useful application in Windows used to perform mathematical and scientific calculations.
- To start the Calculator, select **Start→All Programs→Accessories→Calculator**
- The Calculator can be used in one of the two modes: **Standard mode** or **Scientific mode**
- We can use the keyboard and the mouse to enter numbers and operators.
- If we are using the mouse, click on the number and operator buttons.
- The numbers that we have entered and the results will be displayed in the display bar just below the menu bar.
- To use the Calculator in the **Scientific** mode, click on the **View** menu and select **Scientific**.

15. How start multiple applications?

- Starting multiple applications is very simple.
- First, start one application.
- The application appears on the screen in a window.
- At the same time, a button with the name of the application appears on the taskbar.
- Now, start the second application.
  - ✓ The window of the second application appears on the screen overlapping the first window
  - ✓ The button of the second application appears on the taskbar
  - ✓ The title bar of the first application and its button on the taskbar become dim.

16. How do you switch between multiple applications?

- The buttons on the taskbar are used to switch between the different applications.
- The button of the application you are currently using is highlighted and its window is called the **Active Window.**
- To switch to another application, click on any part of that application's window that is visible.

17. How do you copy and move the data?

Copying data:

- Select the data or picture and
- Click on the **Edit** menu and select **Copy** or press **Ctrl+C**
- Move the mouse pointer to the desired location
- Click on the **Edit** menu and select **Paste** or press **Ctrl+V**

Moving data:

- Select the data and picture.
- Click on the **Edit** menu and select **Cut** or press **Ctrl+X**
- Move the mouse pointer to the desired location
- Click on the **Edit** menu and select **Paste** or press **Ctrl+V**

FIVE MARKS QUESTIONS AND ANSWERS

1. Explain the Evolution of the Windows Operating System.

The Apple introduced the concept of Windows but Microsoft popularised the Windows concept.

Windows 3.0
- Windows 3.0 is the first version of Windows Operating System.
- Windows came with file management utilities and other system tools.

Windows 3.1
- Windows 3.0 was followed by Windows 3.1
- Windows 3.1 used a window called **Program Manager** to launch applications.

Windows 3.11
- Microsoft introduced Windows 3.11 for workgroups.
- Windows 3.11 could be used on a LAN-based networking environment.

Windows 95
- Windows 95 was a complete operating system
- In Windows 95, the Program Manager of Windows 3.1 was hidden from the user.
- This was replaced by new ways of starting applications and opening documents.
- Windows 95 gave better facilities to manage application windows, new context-sensitive short-cut menus, improved networking features and so on.

Windows 98
- Windows 98 came after Windows 95.
- Windows 98 offered many new utilities and support of the latest hardware technologies
- It also provided several features and utilities that allowed easy access to the internet.

Windows NT(New Technology)
- Microsoft produced Windows NT independent of 9x(95 or 98) versions.
- Windows NT family produced Windows NT versions 3.5,3.51,4
- Each of them came in a workstation and a server version.

Windows Me
- Windows Me (Millennium edition) provided stability than previous versions of Windows 9x.

Windows 2000
- Windows 2000 professional increased the compatibility of its parent(Windows NT).

Windows XP
- Windows XP Professional is a user-friendly operating system designed for popular use.
- The most important advantage of using Windows is its GUI(Graphical User Interface).
- Windows XP Professional combines all the positive aspects of its Microsoft predecessors.

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2. Explain the different mouse actions that you are familiar with.

i) Move:
- Moving the mouse is simply dragging the mouse on the mouse pad (without touching the buttons)
- So that the mouse pointer moves in the direction we want.
- This action allows us to point to things on the screen.

ii) Click:
- Clicking is used to select objects on the Windows screen.
- To click, press the left button of the mouse once and release the button immediately.

iii) Double-click:
- Double-click is most often used to start applications.
- To double-click, press the left button of the mouse twice in quick

iv) Click and drag:
- This mouse action is used to move an object from one place to another.
- When you click and drag an object, the object moves along with the mouse pointer.
- To click and drag, hold the left button of the mouse down and move the mouse to the place wherever you want.

v) Right click:
- If we right click on an item, we will be provided with a context sensitive menu
- The context sensitive menu provides almost all the facilities offered by menu as well as toolbars.

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3. **Explain how the Keyboard keys to do the work of mouse actions. (Or)**
   Explain how do you Move the mouse pointer using the Keyboard

To double-click an object:
- Use the arrow keys to move the pointer over the object
- Press the **slash key (/)** to select the left mouse button
- Press the **plus sign (+)** to double-click.

To right-click an object:
- Use the arrow keys to move the pointer over the object
- Press the minus **sign (-)** to select the right mouse button, and press **5**.

To drag-and-drop an object:
- Use the arrow keys to move the pointer over the object
- Press the **slash key (/)** to select the left mouse button
- Press **Insert** to lock the button,
- Use the arrow keys to move the object to its desired destination
- Press **Delete** to release the button and drop the object.

To click an object:
- Use the arrow keys to move the pointer over the object
- Press the **slash key (/)** to select the left mouse button and press **5** to click.

To right-drag-and-drop an object:
- Use the arrow keys to move the pointer over the object
- Press the **minus sign (-)** to select the right mouse button
- Press **Insert** to lock button
- Use the arrow keys to move the object to its destination
- Then press **Delete** to release the button to drop the object, and display the context menu.

4. **Describe the different parts of a Window.**

- At the top of each window is the **Title Bar.** The title bar tells the name of the application.
- Below the title bar is the **Menu Bar.** This displays the different menus available to us.
- One or more **Toolbars** appear below the menu bar. Toolbars consist of icons representing shortcuts for the most frequently used commands.
- The **Title Bar** also contains three of the **four Sizing buttons**, at the top of the right corner.

Minimize Button:
> The minimize button is used to reduce the size of the window to a button on the taskbar.

Maximize Button:
> Clicking on Maximize button enlarges the window to fill the entire desktop

Restore Button:
> Restore button is used to restore the window to its original size

Close Button:
> Close button is used to close a window. Closing a window will remove its contents from memory and screen.

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5. **Explain the different kinds of dialog boxes and controls used in Windows.**
Windows XP GUI uses dialog boxes to display the information and allows us to either type or select from a list of choices. Some of the controls used in dialog boxes are:

Text Boxes:
- Text boxes are used to allow the user to enter some data.
- Every text box has a prompt or label that tells us what should be entered in that box.

List Boxes:
- These boxes display a list of choices.
- We can select the one we want by simply clicking on it.

Drop-down List Boxes:
- These are list boxes which have a small black inverted triangle at one end.
- When we click on this triangle, a list of options drops down in front of us.
- We can select an item from this list by clicking on it.

Radio Buttons:
- Radio buttons are used to display multiple options.
- A black dot appears at the center of the circle to indicate a selected option.
- We can select only one of the Radio buttons.

Check Boxes:
- Check boxes are used to enable or disable options.
- Clicking on a square enables the option and clicking on it again disables it.
- A tick mark in this square indicates that the option is **enabled**
- We can select any number of check boxes

Buttons:
- The OK and Cancel buttons are the most frequently used buttons in Windows XP.
- When you click on a button, the related command is carried out.
- Clicking on OK button will make Windows to accept our choices
- Clicking on Cancel will make Windows ignore the changes
.

Tabs:
- Tabs are used to display different sets of options in dialog boxes.
- Clicking on each tab displays an entirely different set of options.

Sliders :
- Sliders are used to enter a value by physically moving a marker over a slide.

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6. **What is Control Panel? Describe some of the icons found on the Control Panel.**
    The Control Panel allows us to install and manage the different hardware components attached to the computer. Some of the icons found on the Control Panel are:

Accessibility Option:
    This allows us to adjust the computer settings for vision, hearing and mobility deficiency.

Date and Time:
    This allows us to set the date, time and the time zone for our computer.

Display :
    This allows us to change the appearance of your desktop, such as the background, screensaver, color, font size and screen resolution.

Fonts:
    This allows us to add, change and manage fonts on our computer.

Keyboard:
    This allows us to customize our keyboard settings such as the blink rate and character repeat rate.

Mouse:
    This allows us to customize settings such as the button configuration, double click, speed, mouse pointer and motion speed.

Printers and Faxes:
    This allows us to install printer and fax Printer and helps you add new ones.

Regions and Languages
    This allows us to customize setting for the display of languages, numbers times and dates.

User Accounts:
    This allows us to change user account setting and password to people who share this computer

7. How do you Customizing Windows XP?

i) Customizing the Taskbar:
- Point the mouse pointer to any empty area on the taskbar.
- Click and drag the taskbar to wherever you want it to be.
- To change the size of the taskbar, Point to the edge of the taskbar.
- The mouse pointer will change into a double-headed arrow.
- Click and drag the mouse to increase or decrease the size of the Taskbar

ii) Changing the Taskbar Settings:
- Right click on the empty area of the taskbar.
- From short cut menu, by selecting Toolbars, you can add or delete tools.

iii) Arranging Windows
- We can arrange the windows with any one of the following
  - a) Cascade Windows
  - b) Tile Windows Horizontally
  - c) Tile Windows Vertically

**iv) Changing the Wallpaper:**
- Right-click anywhere in the blank area of the desktop.
- Click on **Properties**. The Display Properties dialog box appears.
- Select **Desktop tab**
- Browse through the list of wallpapers and click on the one you want
- Click on **Apply** and then on **OK.**

v) Using Screen Savers
- To use a screen saver, click on **Screen Saver** tab in the **Display Properties** dialog box.
- Click on the drop-down list box just below the Screen Saver prompt.
- A list of available screen savers appears Select one.
- In the **Wait** text box, we can specify the number of minutes the computer should wait before displaying the screen saver.
- Click on **Apply** and then on **OK.**

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8. What is Paint? Describe briefly the different parts of the Paint window.
- Paint is an application that lets you draw and color pictures. To start Paint, click on **Start→All Programs →Accessories→ Paint**
- The paint window appears on the screen.
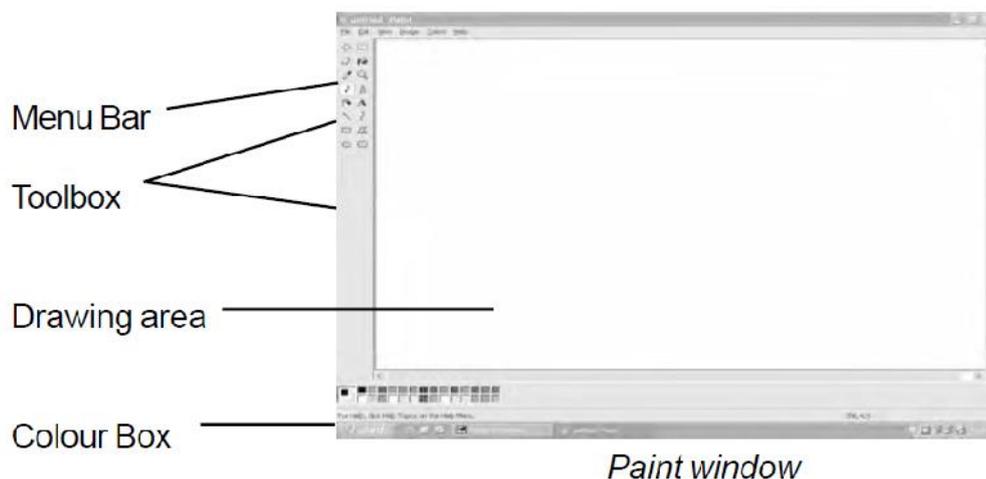
Paint window

- Paint window also has a **title bar** with sizing buttons, a **menu bar** and a **status bar**.
- It also has a **Toolbar** and a **Colour Box.**
- The Toolbar has various **tools** that you can use to draw and colour.
- The **Colour Box** contains the colours that you can use.
- To close Paint click on the **Close** button on the title bar or clicking on the **File** menu and selecting **Exit** (or **Alt+F4 keys**).

Tools available in the Tool bar

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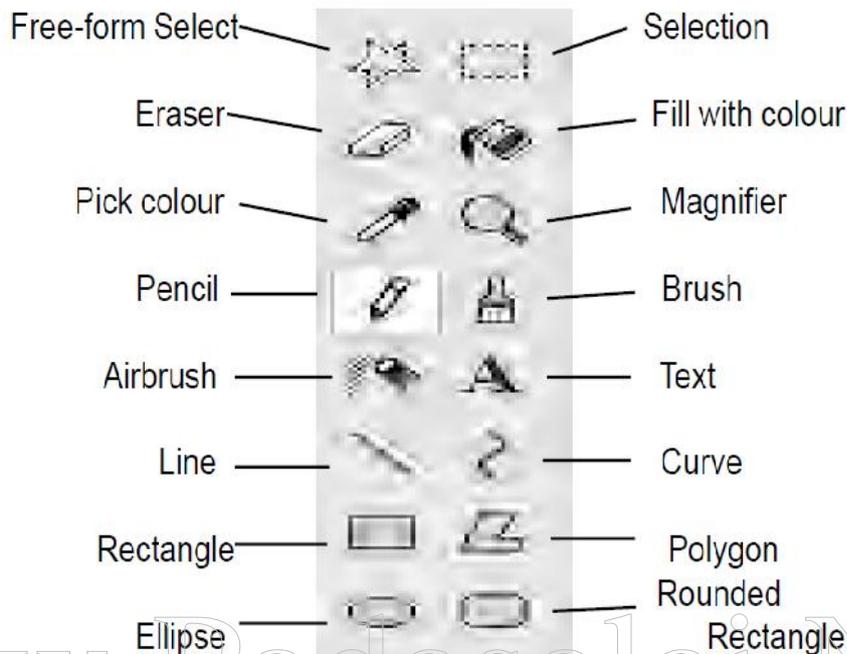
9. List some useful Editing keys to move the cursor through the text.

Key	Place it moves the Cursor
→	One character to the right
←	One character to the left
↑	Up one line
↓	Down one line
Home	Beginning of the line
End	Top of document
Ctrl + Home	End of line
Ctrl + End	End of document
Page Up	Up a page (or screen)
Page Down	Down a page (or screen)
Ctrl + ←	One word to the left
Ctrl + ←	One word to the right
Ctrl + ↑	Up one paragraph
Ctrl + ↓	Down one paragraph
Ctrl + Page Up	To top of previous page
Ctrl + Page Down	To top of next page

10. **Describe briefly how to edit text entered in WordPad.**

- A small vertical blinking line appears at the top left corner of the work area. This is the Cursor.
- It indicates your current position on the screen.
- Move the cursor to the place where you want to edit, using the arrow keys on the keyboard.
- We can also use the mouse to move the cursor.
- Once you have moved the cursor, you can delete text using the Backspace and Delete keys on the keyboard.
- **Backspace key** deletes the character before the cursor
- **Delete key** deletes the character after the cursor.
- If you are in **insert mode**, we can insert new text by simply typing it.
- If you are in **overwrite mode** the text you enter will overwrite the existing text.
- Pressing Insert key will take you to either of the modes.
- To close WordPad, click on the **Close** button on the title bar or select **Exit** from the **File** menu.

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