



CLASS - IV COMPUTER SCIENCE NOTES JUNE

Chapter - 2 More on Windows 10

A. Tick () the correction:

1. Which button on the Taskbar displays all the open Windows?
(a) Task View (b) Shortcut (c) Desktop
2. All the data on a computer is stored in the form of:
(a) files (b) folders (c) pages
3. The icons in the middle of the taskbar are:
(a) unpinned applications (b) tagged applications (c) pinned applications
4. We can create a folder:
(a) on the desktop (b) in the file explorer Window (c) both (a) and (b)

B. Fill in the blanks using the given words:

1. Opening screen is called the desktop
2. Windows is a graphical user interface.
3. Pinned applications are used frequently
4. The Notification Area is located at the right side of the Taskbar
5. The small pictures on the desktop are called icons

C. Write 'T' for true and 'F' for false statements

1. The shortcut menu is also called the context menu.(T)
2. The Task View button is located on the Taskbar.(T)
3. A screen saver is a desktop background picture.(F)
4. There are two ways to change date and time in Windows 10.(F)

D. Short answer questions.

1. Name the different parts of the Taskbar.
Start Button, Pinned Applications, Notification Area, Search Box, Hidden Icons
2. What is a Screen Saver?
A Screen Saver is a stationary or moving picture or a pattern that appears on the screen when the mouse or the keyboard is not used for a specified period of time.
3. What are icons?
An icon is graphical image of an application, a folder or a file

4. What is a shortcut?

A shortcut menu is a menu that appears when you right click on an object

E. Long answer questions:

1. What kind of a software is Windows 10? Describe it in details.

software that actually helps the computer to run is called the operating system. Windows is the most popularly used operating system. Being a GUI based operating system, it is easy to use and work with. The most popular versions of windows are Windows XP, Windows 7 and Windows 10.

2. What are the steps to change the background of the desktop

Step 1: Right click on the background and choose Personalize.

Step 2: The Personalization window will show a series of pictures. Choose from these pictures or browse for your own.

Step 3: After choosing a picture, the Background will change automatically.

Step 4: You can also change the background color as shown in the picture given.

3. What is the difference between a file and a folder?

File	Folder
All the data on a computer is stored in the form of files	Folder are used to store and organize files and other folders
A file is a collection of data in the form of text Pictures, music or video. There are different types of files depending on the type of information they store, like Paint file, Excel file, Word file, PowerPoint the type file, etc	A folder can contain many sub-folders with files in them. The icons of files and folders are different. We can double click a folder to see the list or thumbnails of files in it

4. What is Recycle bin? How does it help us?

Recycle Bin is a folder in which all the deleted files get stored. If a file or folder gets deleted by mistake, we can restore it from the Recycle Bin. Double click on the Recycle Bin icon to get Recycle Bin window appeared.

Here you can use Recycle Bin Tools.

- You can click on Restore all Items, if you want to restore all the deleted file and folders.
- You can click on Restore the selected items if you want to restore selected files and folders to their original location.
- You can click on the Empty Recycle Bin button if you want to delete all the deleted files and folders permanently.

F. Write the steps to:

1. Pin and unpin icons to the taskbar

Step 1:Click on Start button.

Step 2:Search for Scratch application in the Start Menu.

Step 3:Right click on the name Scratch Desktop.

Step 4: Select More option at the top of the menu.

Step 5: Select Pin to Taskbar option.

unpin icons

To unpin an application, just right click the icon on the Taskbar and select Unpin from taskbar. You can 'pin' it again any time you want. The Scratch icon disappears from the taskbar.

2. Change the desktop background

Step 1: Right click on the background and choose Personalize.

Step 2: The Personalization window will show a series of pictures. Choose from these pictures or browse for your own.

Step 3: After choosing a picture, the Background will change automatically.

Step 4: You can also change the background color as shown in the picture given

3. Adding a Screen Saver

Step 1: Right click on the background and choose Personalize

Step 2: Click on the Lock screen option in the left pane. Click on the Screen saver settings link at the bottom of the right pane.

Step 3: Select a screen saver you want in the Screen saver drop-down menu.

Step 4: You can preview the screen savers by clicking on the Preview button. In the Wait drop-down menu, select how many minutes you want Windows to wait while you are inactive on the PC, before showing the selected screen saver.

Step 5: click ok

4. Creating a folder in the File explorer

Step 1: Open File Explorer by clicking on This PC icon. A window opens.

Step 2: Click on the Home tab.

Step 3: Click on the New folder command in the New group. A new folder will get created.

5. Deleting a file or folder

Step 1: In the File Explorer, browse to the location of the file or folder that is to be deleted.

Step 2: Click on Home tab.

Step 3: Select the file you want to delete.

Step 4: Click on Delete command in the Organize group. The file will be deleted :) from the folder.