Ch-3

Difficult words:-   (Write 3 times)

1. Represent
2. Automatically
3. Appears
4. program
5. Taskbar
6. Applications
7. Shortcuts
8. Horizontal
9. Vertical
10. Scroll

11. Commands
12. drop-down menu
13. Minimize
14. Restore
15. Maximized

Book exercise pg.no - 32

E/ Answer these questions:-

① What is an operating system?

Ans:- An operating system is a program that helps the user to communicate with the computer. It is the manager of a computer.

② Name any two operating systems?

Ans:- The two operating systems are →
(a) Single-user operating system
(b) Multi-user operating system

③ Write the difference between single-user and multi-user operating systems.

Ans:-

Single-user operating systems	Multi-user operating systems.
(a) It is used by one user at a time.	(a) It is used by more than one user at a time or at different times.
(b) For examples:- MS-DOS, MacOS, Windows XP	(b) For examples :- Unix, Netware, Linux

④ How can a user arrange icons on the desktop?

Ans:- A user can arrange icons on the desktop by name, size, type or date.

⑤ Write the steps to change the position of the taskbar on the computer screen.

Ans:- To change the position of the taskbar on the computer screen by following these steps :—

(a) Move the mouse pointer on the taskbar.

(b) Click and hold the left mouse button on the taskbar.

(c) Drag the mouse pointer to the corner where you want to shift the taskbar and release it.

H·W· Write in your computer copy and practice all properly.