



TEST YOURSELF

A. Tick (✓) the correct answer.

- Recycle Bin is the dustbin of the computer.
a. My Computer b. My Documents c. Recycle Bin
- The wallpaper and screen saver settings can be changed through the
a. Display Properties. b. Notepad. c. Calculator.
- The Screen Saver is the moving picture or pattern seen on the screen when the computer is not in use for some time.
a. wallpaper b. screen saver c. taskbar
- Which one of the following is not an example of Windows accessories?
a. Calculator b. Paint c. Monitor
- The sign for multiplication in the Calculator is
a. * b. × c. /

C. Match the columns.

- | | |
|-----------------------------|---------------------------------------|
| 1. calculator | a. design for letters and numbers (2) |
| 2. font | b. program to do calculations (1) |
| 3. creating a new document | c. press Ctrl + O keys (4) |
| 4. opening a saved document | d. press Ctrl + N keys (3) |

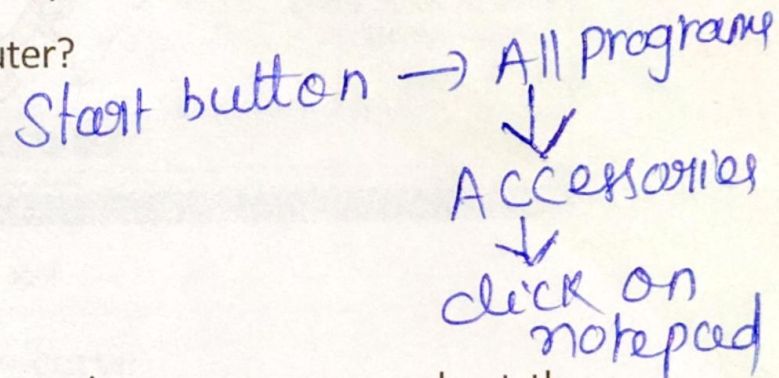
D. Answer these questions.

- ✓ What do you understand by a folder? *Ans: A folder is a collection of multiple files.*
- Write the steps to change the wallpaper of your computer.
- How will you set the date and time in your computer?
- ✓ How will you open Notepad in your computer? *Start button → All programs*
- Write the steps to resize the window.



IN THE LAB

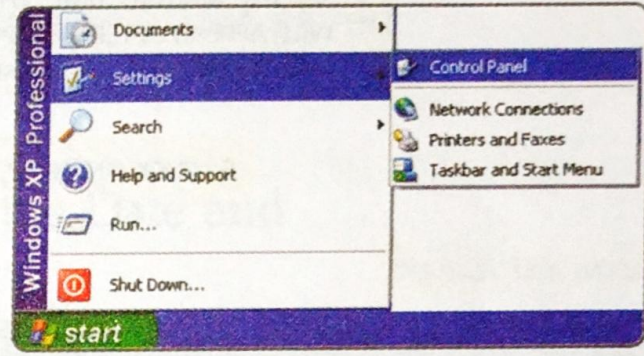
- Change the wallpaper on your computer. Also, change the screen saver and set the waiting time to five minutes. Leave the computer idle for five minutes and wait for



Q.2

We can also change the wallpaper with the help of the Control Panel. For this we have to follow these steps.

- ▶ Click on the **Start** button.
- ▶ Select **Settings** and then click on the **Control Panel**. A window appears.
- ▶ From the list of icons, double-click on the **Display** icon.
- ▶ The **Display Properties** window opens.
- ▶ ** Now select the wallpaper*
- ▶ Now follow steps 3 and 4 as given in Figure 4.2.



Start menu

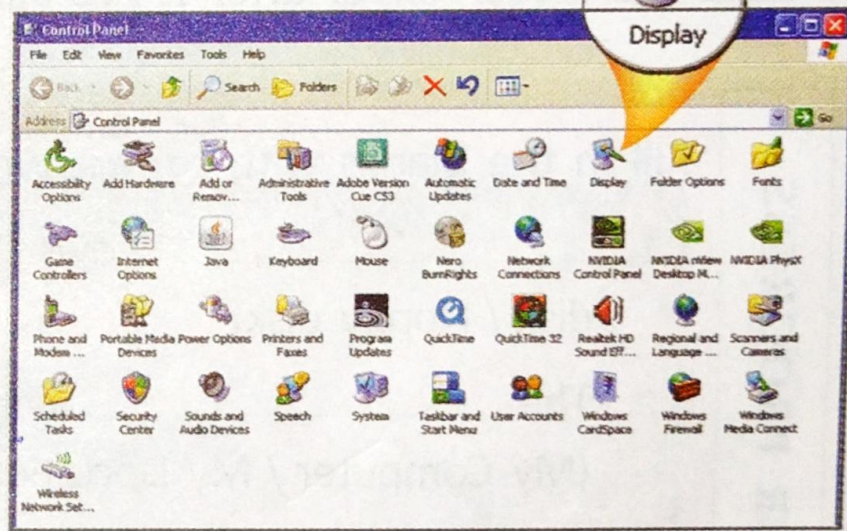
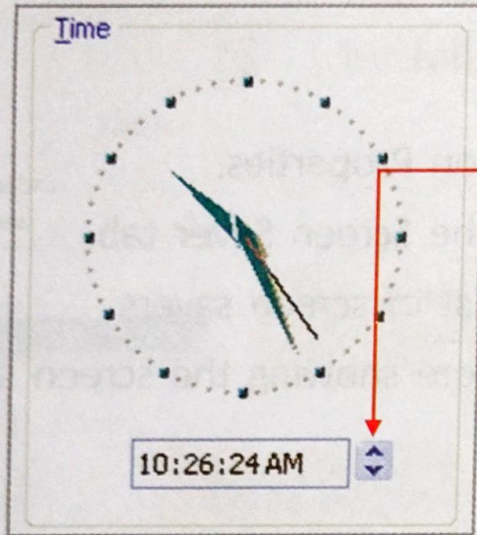


Fig. 4.3 Changing the wallpaper by using the Control Panel

Setting the time

Follow the steps given below to set the time on a computer.



Q:Q

1. TO CHANGE THE HOUR, DOUBLE-CLICK ON THE HOUR AND THEN CLICK ON THE ARROWS TO INCREASE OR DECREASE THE VALUE.
2. SIMILARLY, YOU CAN CHANGE THE MINUTES AND SECONDS TOO.
3. TO CHANGE AM/PM, SELECT IT AND THEN CLICK ON THE ARROWS.
4. CLICK ON APPLY AND THEN ON OK.

Fig. 4.6 Steps to set the time

Q5

To resize the window follow the steps given below.

- ▶ Move the mouse to any edge of the window, until you see a double-headed arrow.
- ▶ Click and hold the left mouse button.
- ▶ Drag the arrow inwards or outwards to make the window smaller or bigger.

