

Class- III

Subject- Computers

Date- 03.07.24

Ch- 2 "GUI Operating System- An Introduction"

Teacher- Rupinder Kaur

Good Morning Students,

Students, This lesson is for class-3 for the subject of Computers, Topic - 'Arranging the Desktop Icons' which is covered in chapter-2 of your text book, titled - 'Kips & Logic 3' and is being submitted to you on -

• I hope all the students are ready for today's lesson. So let us start with the topic.

→ Arranging the Desktop Icons: Students, like you arrange your study table, your mother arrange her kitchen, cupboard etc. to make it tidy. In the same way, you arrange the Desktop icons to give it a better look. For this, we will follow these steps:-

1. Right click on the blank area of desktop.
2. A list will appear -

Tender Heart High School, Sec-33, Chd.

Class- III

Subject- Computers

Ch- 2 "GUI Operating System- An Introduction"

Teacher- Rupinder Kaur

3. Select the view option.

4. Click on Auto arrange icons option.

5. Observe the changes after applying all the steps.

→ Sorting the Icons: Students, like in maths you arrange numbers in increasing or decreasing order. In the same way sorting will arrange the icons in proper sequence with the help of following steps:-

1. Right click on the blank area of the desktop.

2. A shortcut menu will appear-

3. Select Sort by option and click on Name sub option.

4. The icons present on desktop will be arranged in alphabetical order.

→ Students, All of you, May now take 3 minutes break. During break time you will arrange your study table according to different subjects including books and note books.

Class- III

Subject- Computers

Ch- 2 "GUI Operating System- An Introduction"

Teacher- Rupinder Kaur

→ changing the desktop background:- Students, Now, All of you know that, desktop is the first screen of the computer when you open your computer. you can make changes in the appearance of desktop background according to you; with the use of given steps:-

1. Right click on desktop.
2. A list will appear -
3. Select^U personalize option.
4. select desktop background
5. A new window will appear with images -
6. Select any background.
7. Preview of selected image will appear.
8. Now, click on save changes button and close the dialog box.
9. Background will be changed.

* Children, Now, I am ending the lesson. Please read and listen to the lesson carefully for better understanding of the topic. Thank you.