

class - IV

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ch-2 'Desktop Management'

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Answer Key.

A) Blanks:-

1. Taskbar

4. Application Icons

2. Quick Launch Bar

5. Personalize

3. Notification

6. Shortcut

B) True / False :-

1. True

3. False

5. True

2. True

4. False

6. True

D) Select the correct option :-

1. Recycle Bin

3. Cascading Windows

5. Jump List

2. Aero Peek

4. Enable Transparency

E) Answer the following Questions :-

Ans1. Three features of windows 7 are:-

1. Windows 7 has a very attractive appearance with colourful themes.

2. Using windows 7, you can quickly search any file or folder in your computer.

3. Windows 7 can effectively perform more than one task at a time.

Ans2. The taskbar is a long horizontal bar at the bottom of the screen. Taskbar is divided into three main sections mentioned below:-

Left side → Start button

Middle section - Quick Launch Bar
Right section - Notification Area.

Ans 3. Three ways that helps in displaying icons on the Taskbar :-

1. Always combine, hide labels :-
2. Combine when taskbar is full.
3. Never combine.

Ans 4. Document Icon :- The active document window of an application can be minimised to a document icon which gets placed on the taskbar.

Recycle Bin :- It is a folder that holds the deleted files or folders. The deleted files or folders can be restored to their original locations from the Recycle Bin.