

Tender Heart High School, Sec-33-B, Chd.

Class- IV

Subject- Computer

Date- 20.05.24

Ch-2 Desktop Management

Teacher- Rupinder Kaur

Good Morning Students,

Students, this lesson is for class-4 for the subject of Computers, Topic - 'Customizing the windows setup' which is covered in chapter-2 starting on page of your text book, titled - 'Kips - logix.' and is being submitted to you on 20.05.24

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

→ Customizing the windows setup:-

\* Setting Date and time:- Students, If the date and time is not set for your computer system, you can set it by following some steps:-

1. Click on the Notification area of the taskbar that is present on the extreme right side.

Class- IV


Subject- Computer

Ch-2

Teacher- Rupinder Kaur

2. Click on Date and time.
3. A popup window will open.
4. select change date and time settings option.
5. Date & Time dialog box will appear.
6. Now, you can set Date & time from here.

→ To change Date :- Students, you can set date and time according to you. For changing date you can use forward or backward buttons present on the calendar as shown in figure.

→ To change Time :- Students, you can change the hour, minutes, seconds by selecting the hour, minutes seconds in the text box located below the clock with the help of spin arrows  as shown in figure.

\*

→ Setting volume of speaker :- Students, you can also set the volume of speakers that you are using for listening to anything present in the computer.

Tender Heart High School, Sec-33-B, Chd.

Class- IV

Subject- Computer

Ch-2

Teacher- Rupinder Kaur

For setting the volume, we will follow the given steps:-

1. click on speakers icon on the notification area.
2. A pop up window will appear.
3. Drag the slider up and down to increase or decrease the volume.
4. you can also use Mixer option to control the volume of computer speakers.
5. you can also click on Mute speakers button; to mute the volume.

\* children, All of you may now take 3 minutes break. During break time, please write answers for some questions and the questions are:-

- Q:-1. which buttons are used for Date setting?
- Q:-2. you can make changes in time with the help of which arrows?
- Q:-3. Speaker icon is present on which side of the task bar.

→ let me give you answers first and the answers are:-

Class- IV

Subject- Computer

Ch-2

Teacher- Rupinder Kaur

Ans:-1 forward and Backward buttons

Ans:-2 spin arrows

Ans:-3 Right side of task bar on the Notification area.

\* Children, let me continue with the next topic and the topic is-

→ Use of Shortcut Menu:- Students, when you right click on the blank areas in the Computer, you get a pop up menu; this is only known as shortcut menu or context menu.

\* Right clicking on the Blank area of the Desktop:- for this follow the given steps and the steps are:-

1. Right click on the blank area of desktop.
2. A list will appear; choose personalize option.
3. With the help of this option, you can change the background, settings of desktop, screen saver, icons etc.

\* Right clicking on An Object:- for this follow figure- and the given steps:-

1. Right click on any icon of the desktop.
2. A menu will appear with different options.
3. By selecting properties option, you can change the properties of particular icon.

→ children now I am ending the lesson here. All of you will try to solve Q-A, B, C, D Thank You...