

CHRIST CHURCH SCHOOL

Name: _____

Date: _____

Subject: Computer

Roll no. : _____

STD: 4 Div.: A- G

Topic: Customizing windows (Notes)

Note: Kindly learn the notes given below and read the textbook.

I. Fill in the blanks.

1. **Operating system** is an interface between a user and a computer.
2. In **CUI** operating system, the instructions are given to the computer by typing the texts commands.
3. If the slider appears gray, it means speaker is **mute**.
4. A **speaker** icon is used for setting the volume of the computer speakers.
5. The **notification** area shows the programs and messages that are running as background task.

II. Write T for true and F for false:

1. Microsoft windows and MAC OS are examples of CUI. - False
2. Desktop is the first window of a window based computer. - True
3. The slider is moved up to increase the volume. - True
4. The background programs and messages appear in the quick launch bar. - False

III. Write one word answer for the following:

1. Small pictures on the desktop.

Ans: Icons

2. To make changes as per requirement in the document.

Ans: Customizing

3. The long bar present at the bottom of the desktop.

Ans: Taskbar

4. The background picture of the windows desktop.

Ans: Wallpaper

5. It is used to display the shortcut menu for the selected items

Ans: Shift + F10

IV. Answer the following questions:

1. What is an operating system?

Ans: An operating system is the interface between a user and a computer. It manages and controls the working of different parts of a computer.

2. What are icons? Name some common desktop icons.

Ans: The small pictures on the desktop are called icons. It represents a file, folder or software. Computer and Recycle bin are two desktop icons.

3. How will you set the date and time of your computer?

Ans: To set the date or time or both by using the following steps:

1. Click on the clock where you see the date and time on the taskbar.
2. A new expanded window appears that shows a calendar and a clock.
3. Click on the “change date and time” setting at the bottom. The date and time dialogue box appears.
4. In the date and time tab click on the change date and time button. The date and time setting box appears.
5. Use the arrows under date, to get the required month, then click on the required date.
6. Use up and down arrows below the clock, to change the time.
7. Click on ok.

The corrected date and time will be displayed in the clock.

V. Write popular keyboard shortcuts:

1. Shift+F10

Ans: It is used to display the shortcut menu for the selected item.

2. Ctrl+ Esc

Ans: It is used to open the start menu.

3. Ctrl+ Mouse scroll wheel.

Ans: It is used to change the size of icons on the desktop.

4. Alt+ Home

Ans: It is used to display the start menu.

5. Alt+ Spacebar

Ans: It is used to open the shortcut menu for the active window.
