**CHRIST CHURCH SCHOOL**
**WORKSHEET 2 ANSWER KEY**

Name :_____

Roll No :_____

Subject : Computer

Date: : _____

STD 4 : A B C D E F G

## CH-2. CUSTOMIZING WINDOWS

**Q.1. Answer in one word.**

**1.** This button is located on the extreme left of the task bar.        **Start button**

**2.** Name the computer interface between a user and a computer. **Operating system**

**Q.2.Fill in the blanks.**

1. If the slider appears gray, it means the speaker is **muted**.

2. **Jump List** appears when an icon present on the taskbar is right-clicked.

**Q.3. Write True or False.**

**1.**The control panel helps to change the settings of a computer. **True**

**2.** The slider is moved up to increase speaker volume.        **True**

**Q.4. Write answer for the following questions.**

1. What is the GUI operating system? Give examples.

Ans: **A GUI is a graphical user interface. Where the instructions are given to the computer with keyboard and mouse.**

**Icons, buttons, windows and menus are used in place of text command.**

**For example, Microsoft windows and MAC OS.**

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

Ans: **1) Click on the clock in the bottom right-corner where you see the date and time on the taskbar.**

**2) Now click on the "change date and time settings…"at the bottom of the window that opens.**

**3) Select the change date and time button and then click on the set the Date and time.**

**4) Select the month and day from the calendar, then set the time using the up and down arrows below the clock.**

**5) Click on OK.**

**NOTE: REFER THE TEXT BOOK FOR ANSWERS.**