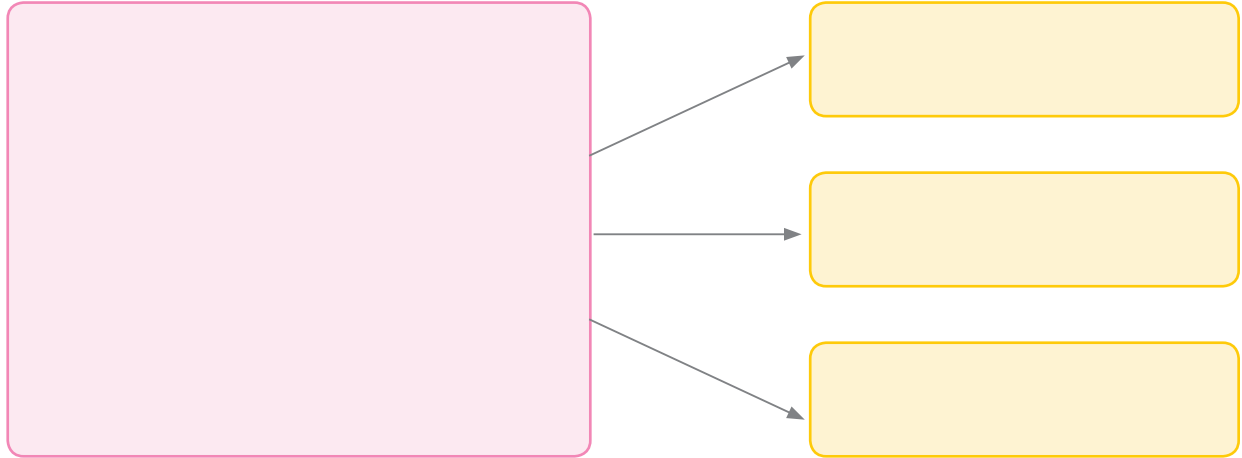# WORKSHEET
2

1. **Name the three buttons on the extreme right corner of the Title Bar.**

    OR

2. **How do you move a Window?**

3. **What is Control Panel? Name the basic views of Control Panel.**

4. **State the difference between a File and a Folder.**

File	Folder

5. **Write the method of searching a file or a folder.**

6. **Tick (✓) the correct answer:**

a) The different views of the Control Panel are:

   i)   Category ☐   ii) Large Icons ☐

   iii) Small Icons ☐   iv) All of the above ☐

b) Through the Navigation Pane which of the following can you see:

   i)   Desktop ☐   ii) System Date and Time. ☐

   iii) Local Disk ☐   iv) None of the above ☐

c) It is possible to search for an item in your computer using the _____.

   i)   Search Box ☐   ii) Address Bar ☐

   iii) Detail Pane ☐   iv) None of the above ☐

d) The Personalization option allows you to change which of the following:

   i)   Date and time ☐   ii) Wallpaper ☐

   iii) Mouse Button ☐   iv) All of the above ☐

e) Which of these is used to move a window from one location to another?

   i)   Address Bar   ii) Menu Bar ☐

   iii) Search Box ☐   iv) Title Bar ☐

f) What is the title in the title bar of windows explorer in windows 7?

   i)   Windows Explorer ☐ ii) Explorer ☐

   iii) Computer ☐   iv) None of the above ☐

g) The shortcut to remove a file without sending it to the Recycle bin is:

   i)   Shift + Delete ☐   ii) Ctrl + Delete ☐

   iii) All + Delete ☐   iv) Spacebar + Delete ☐

h) The respective shortcuts for Copy and Paste is:

   i)   Ctrl + C and Ctrl + M ☐   ii) Ctrl + C and Ctrl + V ☐

   iii) Ctrl + X and Ctrl + V ☐   iv) Ctrl + Y and Ctrl + E ☐

i) Where do all deleted files get stored?

   i)   Computer ☐   ii) Recycle Bin ☐

   iii) Desk Top ☐   iv) Control Panel ☐

7. **State whether True(T) or False(F)**

a) The Title Bar contains the scroll bar. ☐

b) The scroll bar is used to scroll through the window horizontally or vertically. ☐

c) The Control Panel is used to change the settings of the computer. ☐

d) You can change the Date and Time settings of your computer using Windows Explorer. ☐

e) You can change the speed of double click of your mouse. ☐

f) The Restore button on a window is used to minimize a window. ☐

g) Typically the Menu bar is placed below the Title bar. ☐

h) Ellipsis at the end of a menu option means there are more options to it. ☐

i) You cannot start with the control panel using the Start button. ☐

j) The address bar displays your current location using a series of links separated by arrows. ☐

8. **Match the Columns**

1.	Ctrl + C	Paste
2.	Windows Logo key + L	Aero Peek
3.	Windows Logo key + E	Close
4.	Alt + F4	Lock Windows
5.	Ctrl + V	Copy
6.	Windows Logo key + Spacebar	Explorer