









**ST. THOMAS SCHOOL**  
**COMPUTER WORKSHEET -2**  
**CH-4 ( Understanding Windows 10 )**  
**CLASS : III**

Name: \_\_\_\_\_ Sec..\_\_\_\_\_ Date. \_\_\_\_\_

**Q1. Write the name of shapes and use of following mouse pointers in Windows 10.**

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**Q2. Choose the correct word from the help box and fill in the blanks.**

<b>Cortana</b>	<b>Desktop</b>	<b>ALU</b>	<b>Operating system</b>	<b>Windows</b>	<b>Double</b>
<b>Icons</b>	<b>All Apps</b>		<b>Notification Area</b>	<b>Shift</b>	

- The \_\_\_\_\_ is the first screen of Windows, which appears when the computer is switched on.
- The advanced search tool of Windows 10 is called \_\_\_\_\_.
- The \_\_\_\_\_ manages all the jobs of a computer.
- To open the start menu, press the \_\_\_\_\_ key.
- To arrange the icons on the desktop, \_\_\_\_\_ click on the blank area.
- The \_\_\_\_\_ option displays all the apps and programs in the Start menu.
- The labeled pictures on the desktop are known as \_\_\_\_\_.
- A \_\_\_\_\_ does all the calculations and displays the result on the monitor.
- The right side of the taskbar is known as \_\_\_\_\_.
- The \_\_\_\_\_ key helps in selecting adjacent items .

**Q3. Write 'T' or 'F'.**

- a) To change the desktop background, left click on the blank area of the desktop. \_\_\_\_\_
- b) To select an icon, simply click on it. \_\_\_\_\_
- c) Operating system is a part of Application software. \_\_\_\_\_
- d) Windows controls and manages the functions of a computer. \_\_\_\_\_
- e) The right side of the taskbar contains the start button. \_\_\_\_\_
- f) Shutting down means turning off a computer. \_\_\_\_\_
- g) Peek button is Present on the left side of the taskbar. \_\_\_\_\_
- h) The clock is present on the left side of the Taskbar. \_\_\_\_\_

**Q4. What is Booting?**

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**Q5. Write down the steps to shut down your computer.**

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**Q6. Which box displays the preview of the Screen Saver?**

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**Q7. Which key combinations minimizes all the open windows?**

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**Q8. How do you select adjacent and non-adjacent items on the desktop?**

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**Q9. Complete the steps to change the appearance of the desktop background.**

Step 1: \_\_\_\_\_ click on the blank area of the desktop.

Step 2: A \_\_\_\_\_ menu appears.

Step 3: Select the \_\_\_\_\_ option.

Step 4: By default \_\_\_\_\_ option is selected in the window.

Step 5: Click on the drop-down arrow of the Background list box and select any option.

Step 6: Select any picture from “\_\_\_\_\_”. Select any layout. The selected picture will be set as desktop background.

**Q10. Label the Windows 10 desktop.**

