

CHAPTER – 5- WORKING WITH WINDOWS OPERATING SYSTEM

I. Answer in brief(2 marks)

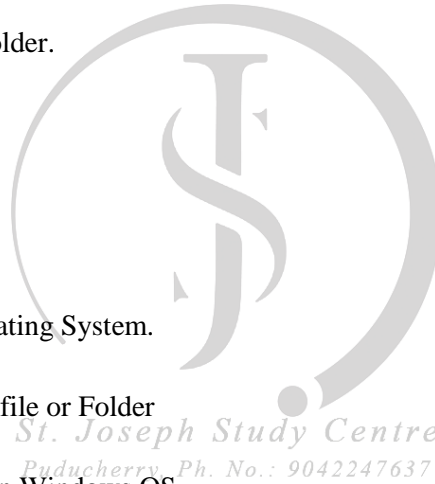
1. What is known as Multitasking?
2. What are called standard icons?
3. Differentiate Files and Folders.
4. Differentiate Save and save as option.
5. How will you rename a File?

II. Answer in a brief(3 marks)

1. What are the functions of Windows Operating system?
2. Write a note on Recycle bin.
3. Write a note on the elements of a window.
4. Write the two ways to create a new folder.
5. Differentiate copy and move.

III. Answer in a paragraph(5 marks)

1. Explain the versions of Windows Operating System.
2. Explain the different ways of finding a file or Folder
3. Write the procedure to create shortcut in Windows OS.



IV. Additional Questions

1. Tabulate the various mouse actions.
2. List the some of functions of windows operating system.
3. Write short note on recycle bin
4. What is Microsoft windows?
5. How to copy, cut, move, and paste a file or folder? Write the procedures?