CHRIST CHURCH SCHOOL

Worksheet No 6 Answer key

Topic: Customizing windows

Name: _____   Date: _____

Subject: Computer   Roll no. : _____

STD: 4   Div.: A - G

Note: Kindly watch the video and read the textbook before answering the worksheet.

I.   Write keyboard shortcuts for the following:

1. It is used to open the start menu.

Ans: Ctrl+ Esc

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

Ans: Alt+ Spacebar

3. It is used to display the start menu.

Ans: Alt + Home

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

Ans: Ctrl+ Mouse scroll wheel

II.   Define for the following:

1. Taskbar:

Ans: The long bar present at the bottom of the desktop is called taskbar.

2. Wallpaper:

Ans: The background picture of the windows desktop is called wallpaper.

III.   Write answers for the following questions:

1. What are icons? Name any two 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.

2. What is shortcut menu?

Ans: The shortcut menu is a list of options that appears when you right click on the desktop or file or on a folder. It is also known as context menu or pop - up menu.

IV.   Application based question:

1. Write advantages of using keyboard shortcuts.

Ans: The following are the advantages of using keyboard shortcuts:

1. By using keyboard shortcut instead of mouse saves a lot of time.
2. It helps to type faster and accurate.
3. It saves a lot of time in turn saves cost and output is better from this.

V.   Value based question:

1. If I teach my grandparents the basics of computers. What kind of a bond will be created between us?

Ans: We will create a bond of love, understanding and patience when we spend more time with our grandparents.

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