

**1. Answer the following questions.**



**i. What does the left pane of the Start menu show?**

**Ans.** The left pane of the start menu shows the recently opened programs.

**ii. What is the difference between hardware and software?**

Hardware	Software
The physical parts of a computer are called hardware.	Set of instructions given to a computer is called software.
<b>Examples: Keyboard, CPU</b>	<b>Examples: MS Office, MS Window</b>

**iii. What is the difference between files and folders?**

File	Folder
	
A file is used to store a group of files.	A folder is used to store a group of files.

**iv. Why might you not be able to move the taskbar? Offer a solution.**

**Ans.** We might not be able to move the taskbar if it is locked. To unlock it, remove the checkmark.



**v. List the steps you will take to access Word 2013.**

**Ans.** The steps are:

- a. Click on the Start button.
- b. Start menu will show.
- c. Click on All programs.
- d. Click on MS Office 2013.
- e. Double click on Word 2013



## 2. Fill in the blanks.

	<p>A <b><u>folder</u></b> is used to store a group of files</p>
	<p><b><u>Single-user</u></b> operating systems are generally used at homes</p>
	<p>The taskbar is a long, horizontal bar at the bottom of the <b><u>desktop</u></b> screen</p>
	<p>An <b><u>operating system</u></b> is a software that helps the user to work with the computer</p>
	<p>The small pictures on the desktop are called <b><u>icons</u></b></p>

**3. True or False.**

- i. Small pictures on the desktop are called images.
- ii. A folder is used to store a group of files.
- iii. A multi-user operating system allows many people to use the same computer at a same time or at different times.
- iv. UNIX is an example of multi-user operating system.
- v. The Start menu is divided into four panes.

F
T
T
T
F

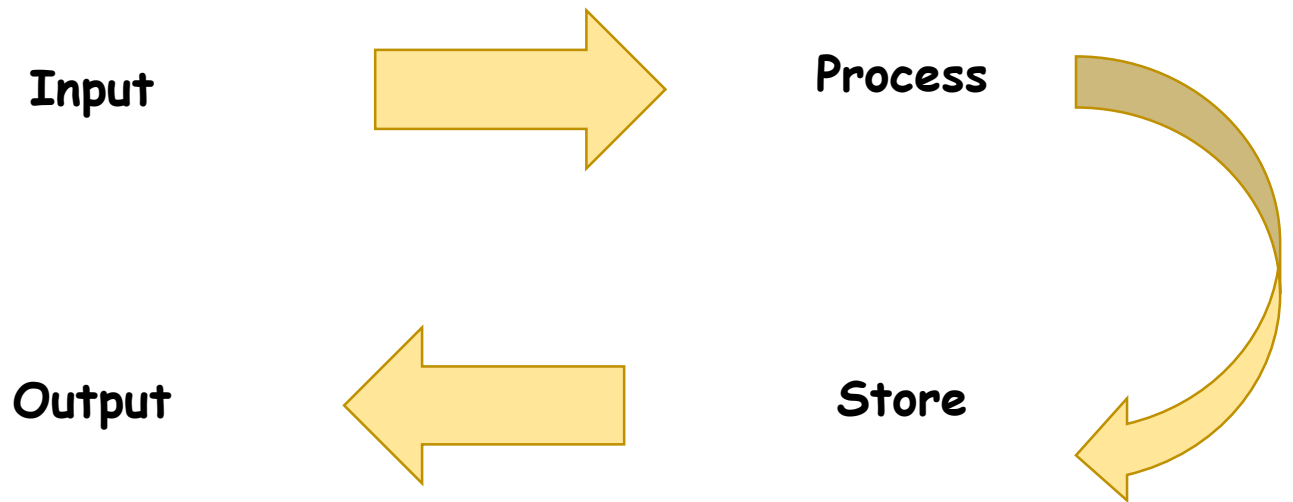
**4. Choose the correct answer.**

<b>i. This software is automatically loaded into the computer's memory when the computer is switched on.</b>			
a) Operating system	b) Taskbar	c) Desktop	d) none of these
<b>ii. Which of the following is a multi-user operating system?</b>			
a) UNIX	b) Windows 8	c) both a and b	d) none of these
<b>iii. The Start menu is divided into how many panes?</b>			
a) One	<b>b) Two</b>	c) Three	d) Four
<b>iv. A folder can contain</b>			
a) Folder(s)	b) File(s)	<b>c) Both a and b</b>	d) none of these
<b>v. Double-clicking the _____ mouse button can open any program on the desktop.</b>			
a) Right	<b>b) Left</b>	c) both a and b	d) none of these

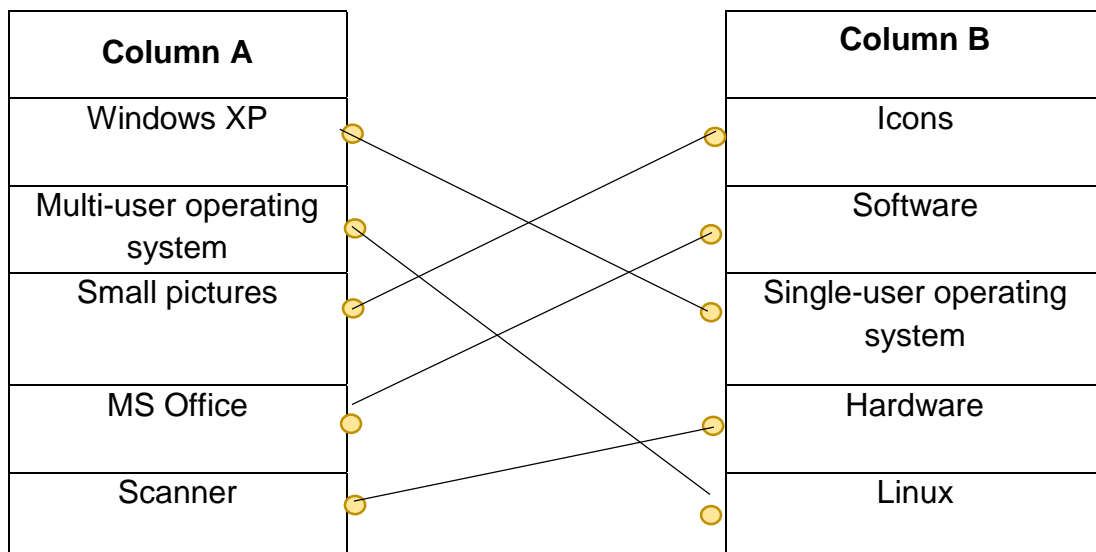
**5. Rearrange the jumbled words.**

- i. NOCI                                      ICON
- ii. POEKSTD                                DESKTOP
- iii. ANEP                                    PANE
- iv. OLDFRE                                FOLDER
- v. TARST                                    START

**6. How does a computer work?**



**7. Match the columns.**



## 8. Application-based questions.

1. Rahman's father has purchased a new computer to be used by Rahman at home.

a. Which type of operating system should he install--- single user or multi user.

Ans. Single-user

b. Give one example of a popular operating system that he could install.

Ans. Windows 7 or 8

2. Observe the following figure and answer the questions given below:



i. Start Button

ii. Taskbar

a. Name any two folders shown in the figure.

Ans. 1. New                      2. Grace

b. Label the parts (i) and (ii) in the figure.

9. Identify the single-user and multi-user operating systems.



Multi-user



Single-user



Single-user



Multi-user



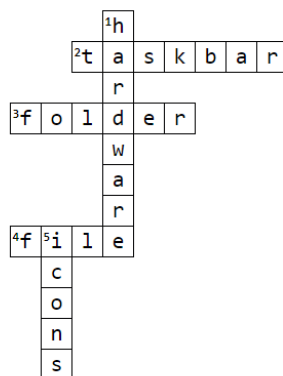
Single-user

**10. Word search:**

Hardware	Software	System	Icons	Taskbar
----------	----------	--------	-------	---------

T	Q	W	E	R	T	Y	U	S
A	A	L	Z	P	C	K	G	O
S	Y	S	T	E	M	L	B	F
K	S	K	X	O	C	I	F	T
B	D	J	C	U	B	C	D	W
A	F	H	V	I	R	O	S	A
R	G	G	B	Y	F	N	A	R
P	H	F	N	H	S	S	K	E
H	A	R	D	W	A	R	E	M

**11. Cross word**



Across	Down
2.the long horizontal bar at the bottom of screen	1.physical part of computer
3.used to store a group of files	5.small pictures on the desktop
4.used to store any piece of information	

## 12. Comprehension:

An operating system is like the boss of a computer. It tells the computer what to do and how to do it. Just like a teacher in a classroom, the operating system helps different programs and parts of the computer work together. Imagine your computer is a toy robot, and the operating system is the remote control that helps you make the robot move and do fun things.

### 1. What is an operating system?

Ans. An operating system is like the boss of a computer.

### 2. Is the operating system similar to a teacher in a classroom?

Ans. Yes

### 3. What does the operating system do for the computer?

Ans. It tells the computer what to do and how to do it.

### 4. Can you compare the operating system to something else we use?

Ans. Yes, it's like the remote control for a toy robot.

## 13. Drag and Drop the hardware and software given below.

Monitor	Windows	Printer	MS Word	CPU
				

<b>Monitor</b>	Hardware
<b>Windows</b>	Software
<b>Printer</b>	Hardware
<b>MS Word</b>	Software
<b>CPU</b>	Hardware