

CLASS: III

Subject: Computer

Topic: Starting windows 7

Time Limit: 30 Mins

Worksheet No. : 13

Link:

<https://drive.google.com/file/d/1Wgavj7xhdL9SaWokuJviI91Jb8zKyJ6F/view?usp=sharing>

Auto arrange Icons

Auto arrange icons option arranges all the icons in desktop automatically. This option doesn't allow you to move the icons where you want them to. To place the icons anywhere in the desktop at your wish, follow the steps given below:

Step 1 Right-click at an empty place on the desktop. Shortcut menu appears.

Step 2 Click View. A submenu appears.

Step 3 Uncheck **Auto arrange icons**.

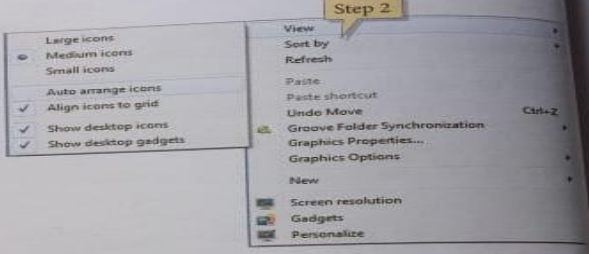
Now you can move and place the icons anywhere on the desktop at your wish.

Hiding Desktop Icons

You can hide the icons available on the desktop. Steps to hide the icons.

Step 1 Right-click on the empty area of the desktop. A pop-up menu appears.

Step 2 Click the **View** option from the list. A sub-menu appears.



Step 3 Click the **Show desktop icons** to **uncheck** it.

If you want to get back the icons on your desktop, click the **Show desktop icons** again.



Wallpaper

Step 1 Right-click at any empty space on the desktop. Then click on the **Personalize** option from the menu appeared.

Step 2 Select **Desktop Background**. A new window would appear.

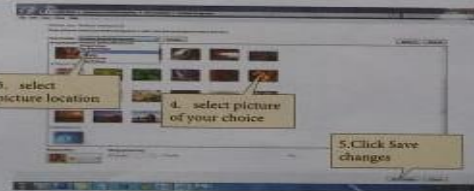
Step 3 Select the required option from **picture location**.

Step 4 Select a picture according to your wish.

Step 5 Click on the **save changes** button.



2. select Desktop Background



3. select picture location

4. select picture of your choice

5. Click Save changes

Gadgets

There are various tools, which are required frequently like weather, clock, calculator, language translator and so on. Gadgets provide direct access to these types of tools. Like icons, gadgets also are small images, which give a quick recognition of the tool.

To add a gadget to your desktop, you have to:

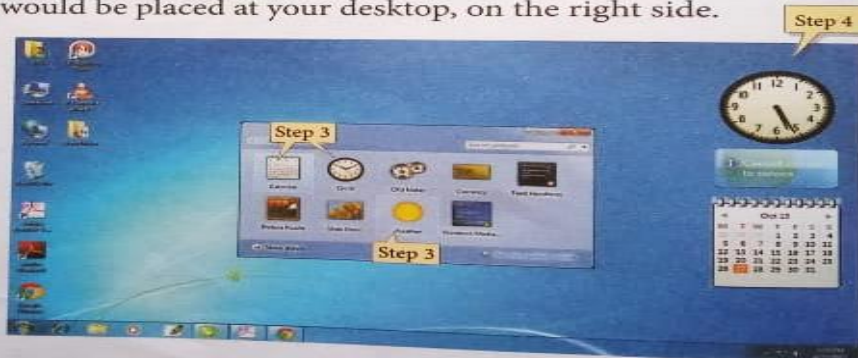
Step 1 Right click at any empty space on the desktop.



Step 2 A pop-up menu appears, select the **Gadgets** option.

Step 3 Double click on the required gadget.

Step 4 It would be placed at your desktop, on the right side.



Exercise

Fill in the blanks.

Search box bottom Gadgets Show Desktop

1. The task bar is a long bar present at the bottom of the desktop.
2. Show desktop button is used to display the desktop by minimizing all the opened programs.
3. Search box in start menu is one of the most convenient ways to find things on your computer
4. Gadgets provide direct access to the tools like weather, clock, calculator and so on.

Write T for true and F for false statement.

1. Left pane shows the list of recently opened programs. T
2. Icon is a small picture used to open a file, folder or program. T
3. Quick launch area shows the icons of the programs in task bar that are currently in use. T
4. Shut Down option is at the top of the right pane. F

Match the following.

- | | |
|-----------------------|---|
| 1. Hide desktop icons | It contains links to frequently used programs (4) |
| 2. Search box | It shows the list of recently opened programs (3) |
| 3. Left Pane | At the bottom of the left pane in Start menu (2) |
| 4. Right Pane | Uncheck Show desktop icons in shortcut menu (1) |

Write one word for the following:

1. The most popular and user friendly operating system. Windows 7
2. The most convenient way to find things on your computer. Search box
3. Which option is used to turn off the computer. Shut down
4. It opens the start menu when clicked Start button

V Write short answers.

1. What gives you an access to all installed programs?

All programs gives you an access to all installed program.

2. Name the first screen that appears on the monitor.

The first screen that appears on the monitor is desktop.

3. Which side of the task bar do you find the start button?

Left side of taskbar we find the start button.

4. What do you find at the extreme right of the task bar?

Show desktop button is present at the extreme right of taskbar.

VII Multiple Choice Questions (MCQs)

1. Shows the icons of the programs that are currently in use.

a) Notification area

b) Middle section area

c) Start button

d) Search box

2. The button used to display the desktop by minimizing all the opened programs

a) Show desktop button on task bar

b) Left mouse button

c) Start button

d) right mouse button

3. A small picture used to open a file, folder or a program.

a) Task bar

b) Start menu

c) Icon

d) Gadgets

4. You can select an icon by

a) Double-click

b) Single-click

c) Right-click

d) Pressing shift key