ORANGE™

Name: ..... Roll No: .....

Class: ..... Section: ..... Date: .....

WORKSHEET 2

WINDOWS 7

Chapter-2

A. Define the following:

1. Ribbon - .....
   .....
2. Title bar - .....
   .....
3. Status bar - .....
   .....

B. Tick the correct option.

1. Which of the following is the actual area of a program where you can work?
   a. Ribbon b. Work Area c. Status bar d. Title bar
2. A ..... tool is used to search on the hard disk for files that can be deleted from your computer.
   a. Spreadsheets b. Word Processors c. Disk Cleanup d. Graphics
3. Which of the following options in Control Panel is used to change sound settings of your speakers?
   a. Programs b. Recording
   c. Playback d. Hardware and Sound
4. To open the Start Menu, click on ..... button in the Task bar.
   a. Start b. Folder c. Show hidden icons d. None of these
5. The section at the right end of the Taskbar is called.....
   a. Status bar b. Notification Area c. Icon d. Start button

C. Write the steps to open the Control Panel.

Step 1 .....

Step 2 .....

WORKSHEET

Teacher's Signature: .....