



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.

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

C. Write the steps to open the Control Panel.

Step 1

Step 2