

Worksheet

2

Name:

Roll No: Class: Section:

Date:

OPERATING A COMPUTER

Chapter-4

A. Match the following.

- | | |
|-------------|-----------------------------|
| 1. Icons | a. Control Button |
| 2. Desktop | b. Small picture on Desktop |
| 3. Windows | c. At the desktop |
| 4. Minimize | d. First display screen |
| 5. Taskbar | e. Rectangle box |

B. Identify the buttons and write their names.

- | | |
|--|-------|
| 1.  | |
| 2.  | |
| 3.  | |

C. Answer the following questions.

- What are icons?
.....
- Name any two things present on the Taskbar.
.....

D. Number the steps in the correct order to show how a computer is switched off.

- ☐ Switch off the UPS button.
- ☐ Select Shut down.
- ☐ Switch off the main power supply button.
- ☐ Click on Start button.
- ☐ Switch off the monitor button.