

# Worksheet

2

Name: .....

Roll No: ..... Class: ..... Section: .....

Date: .....

## WINDOWS 7

## Chapter-2

### A. 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

☐

### B. Define the following:

1. Ribbon - .....

.....

2. Title bar - .....

.....

3. Status bar - .....

.....

### C. Write the steps to open the Control Panel.

Step 1 .....

Step 2 .....