

Worksheet

2

Name:

Roll No: Class: Section:

Date:

WINDOWS 7

Chapter-2

A. Tick (✓) the correct option.

- Which of the following is the actual area of a program where you can work?

a. Ribbon <input type="checkbox"/>	b. Work Area <input type="checkbox"/>
c. Status bar <input type="checkbox"/>	d. Title bar <input type="checkbox"/>
- A tool is used to search on the hard disk for files that can be deleted from your computer.

a. Spreadsheets <input type="checkbox"/>	b. Word Processors <input type="checkbox"/>
c. Disk Cleanup <input type="checkbox"/>	d. Graphics <input type="checkbox"/>
- Which of the following options in Control Panel is used to change sound settings of your speakers?

a. Programs <input type="checkbox"/>	b. Recording <input type="checkbox"/>
c. Playback <input type="checkbox"/>	d. Hardware and Sound <input type="checkbox"/>

B. Define the following:

- Ribbon -
- Title bar -
- Status bar -

C. Write the steps to open the Control Panel.

- Step 1
- Step 2