

# Worksheet

1

Name: .....

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

Date: .....

## ADVANCED WINDOWS

## Chapter-2

### A. Circle the correct option.

1. Windows 10 is an operating system launched by Microsoft Corporation in the year (2015 / 2018).
2. The (Sneak / Shake feature) of Windows 10 shows you on the taskbar a preview of the windows that are open.
3. The (Programs / Hardware) option of the Control Panel window is used to install or uninstall programs and software on the computer.
4. The section at the (left / right) end of the Taskbar is called Notification Area.
5. We (can / cannot) change the date and time of our computer.

### B. Complete the sentences.

1. To use aero flip feature, you need to press the .....
2. To see jump list, right-click on any program icon in the .....
3. The Control Panel is used to control and modify many features of .....
4. Programs setting is used to .....
5. Minimize button is used to minimize or hide .....

### C. Write the steps to run Disk Cleanup.

Step 1 .....

Step 2 .....

Step 3 .....

Step 4 .....

Step 5 .....

Step 6 .....