Q-1   Fill in the blanks.

> **Microsoft, Process, System software, easy, Hardware, Restarting, CPU**

1) IPO stands for Input – **Process** – Output.

2) Windows 10 is developed by **Microsoft**.

3) An operating system is an example of **System software**.

4) MS windows operating system is **easy** to use.

5) **CPU** also known as Processor or Microprocessor.

6) We can touch and feel the **Hardware**.

7) **Restarting** the computer means it shuts down and starts up again immediately.

Q-2   Write 'T' for true and 'F' for false.

1) Small pictures on the desktop are called icons.   **T**

2) Booting is not the function of an Operating System.   **F**

3) A computer can perform thousands of calculations in a second.   **T**

4) Keyboard, Mouse and Scanner are the examples of processing devices.   **F**

Q-3   Tick '✓' the correct option.

1) Any instructions given to the computer is called _____.

   a) Input   **b)** Output   **c)** Process

2) _____ Menu can be opened by pressing Windows key on the keyboard.

   a) Start   **b)** File   **c)** Edit

3) We can arrange the icons in alphabetical order on the desktop by using _____.

   a) Auto arrange icons   **b) Sort by**   **c)** Moving an icon

4) _____ is used to search for items on your computer.

   a) Start Menu   **b)** Find & Replace   **c) Search Box**

5) CPU stands for Central _____ Unit.

   a) Progressing   **b) Processing**   **c)** Producing

6) The result of processing is known as _____.

   a) Output   **b)** Input   **c)** Process

Q-4 Answer the following questions.

1) The information displayed on monitor is called **Soft Copy**

2) Which devices are used to enter data in a computer? **Keyboard, Mouse**

3) A software program that controls overall activities of a computer. **OS**

4) Which is a small and portable storage device? **Pen drive**

5) The process of restart a computer that is already on is called, **Warm booting**

Q-5 Match the following.

"A"	"B"
	a)
1) Input device	
	b)
2) Output device	
	c)
3) Processing device	
	d) Windows 7
4) Storage device	
	e)
5) Operating system	

Ans:- 1-c , 2-a , 3-e , 4- b , 5- d

Q.6. Application based question.

Reema is frequently working on her laptop and has a messy desktop with lots of files and folders and different other Icons on it. Tell her how she can arrange the desktop Icon to make it organized.
Right click --→ View-→ Auto Arrange icon