

Textbook exercise of L-2Windows: Customizing & Personalizing

A. Tick the correct answer.

- 1) The operating system developed by Microsoft Corporation is Windows.
- 2) The final screen of Windows is known as Desktop.
- 3) Windows 10 resizes the tiles in Four sizes.
- 4) Pin to Start option can add an app permanently on the Start menu.
- 5) Lock screen prevents the unauthorized users from accessing your files.

B. State true or false.

- 1) Booting is the process of starting and restarting a computer. True
- 2) We can pin the app to the start menu, which you use frequently. True
- 3) We cannot switch between the running apps. False
- 4) We cannot change the background of the desktop. False
- 5) We can adjust the volume of audio in the computer. True

C. Fill in the blanks.

- 1) Windows Desktop screen appears after entering the password.
- 2) We can customize the Start menu according to the way we want.
- 3) Taskbar or Task View is used to switch between the running apps.
- 4) We can lock our computer to ensure its security.
- 5) The background image appear on the desktop is called wallpaper.

D. Define the following:

1. **Booting:** The process of starting and restarting a computer is called booting.

2. **Wallpaper:** The background image that appears on your desktop is called wallpaper.

F. Answer the following questions:

Q:1	Write steps to move tile.
A:1	1. Click on the start icon to open Start menu. 2. Click and hold the tile you want to move. 3. Drag it to the position you and release the tile.
Q:2	In how many sizes does windows 10 resize the tiles? Name them.
A:2	• Windows 10 resizes the tiles in four sizes. 1) Small 2) Medium 3) Wide 4) Large

Q:3	What is the use of Date & Time in computer?
A:3	Date & Time helps us know the current date and time and keeps track of when files are created or changed.
Q:4	Name the ways to switch between different running Apps.
A:4	• Switching App using Taskbar • Switching App using Task View.

G. Application Based Question

While making a project in Word, Rahul needs to open an app frequently. He always uses some step to open the app, which is time-consuming. Tell him the easy way to open the app.
Pin to Start