



SHREE VASISHTHA VIDHYALAYA.

Computer Worksheet 2026-27

Name : - _____

Std :- IV - _____

Roll No. :- _____

Worksheet No : TA-1-01

Date : - _____

Ch.2 Windows Customizing & Personalizing

Q-1 Choose the correct option.

1) The full form of OS is _____

- 1) Operating System b) Original System c) Ongoing System

2) _____ or the Task View is used to switched between the running apps.

- a) Taskbar b) Start menu c) Pin to start

3) The operating system developed by Microsoft Corporation is _____

- a) Ubuntu b) Windows c) Mac OS

4) The background image that appears on the desktop is called _____

- a) theme b) wallpaper c) picture

5) Windows 10 resize the tiles in _____ sizes

- a) four b) five c) six

6) You can customize the _____ menu according to the way you want

- a) start b) taskbar c) task view

7) _____ is the windows app that you use for customizing and configuring many aspects of your system.

- a) You tube b) Instagram c) Settings

8) Pictures on the desktop that represent programs or files are called

- a) windows b) wallpaper c) icons

9) What is the picture that appears when your computer screen is locked called?

- a) Taskbar b) Desktop Icon c) Lock Screen image

10) What happens when you select a "Theme" in Windows personalization settings?

- a) It only changes the mouse pointer.
b) It changes the background, colors, sounds, and mouse pointer all together.
c) It deletes all your files.

11) Which option in Settings is used to change color scheme of background?

- a) Home b) Personalization c) Theme

12) Which short cut key is used to switch to the next opened window?

- a) ALT+TAB b) CTRL+TAB c) CTRL+ALT

Q-2 Write “T” for True and “F” for False.

- 1) The OS developed by Microsoft Corporation is Ubuntu. _____
- 2) The final screen of windows is known as Desktop. _____
- 3) You can switch between the running apps. _____
- 4) We can rearrange and resize the tiles of star menu. _____
- 5) We cannot add a frequently used app permanently to the right side of the start menu. _____
- 6) Wallpaper is the background image that appears on the desktop. _____

Q-3 Fill in the blanks.

- 1) The process of starting and restarting a computer is known as _____.
- 2) _____ button is located on the bottom left corner of the desktop.
- 3) _____ means running two or more apps at once.
- 4) Pressing the _____ shortcut keys minimizes all open windows and shows the desktop.
- 5) You can use the _____ to pin your favorite apps so you can open them with a single click.
- 6) We can lock our computer to ensure its _____.
- 7) _____ is the small arrow or pointer that moves on the screen when you move the mouse.

Q-4 Unscramble the Words with help of given hints.

- 1) P L A W P E L L R :- _____
(Hint: The background picture of your desktop)
- 2) S N I C O :- _____
(Hint: Small pictures on the desktop)
- 3) M E H T E :- _____
(Hint: A combination of pictures, colors, and sounds)
- 4) C K L O :- _____
(Hint: Secures the screen when you step away)

Q-5 Application based question

Q-1 While making a project in word, Rahul needs to open an app frequently. He always uses some steps to open the app, which is time consuming. Tell him the easy way to open the app.

Ans:- _____