

Class 5  
Computer  
Unit 4

**EXERCISES**

**1. MCQs.**

- a. What is Windows 7?  
(i) Programming Language    (ii) Application Software    (iii) Operating System    (iv) None of these  
**Ans.** (iii) Operating System
- b. What does the operating system make the computer?  
(i) Workable    (ii) User Friendly    (iii) Both (i) and (ii)    (iv) None of these  
**Ans.** (iii) Both (i) and (ii)
- c. After deleting a file, it goes to the \_\_\_\_\_.  
(i) My Documents    (ii) Recycle Bin    (iii) New Folder    (iv) My Computer  
**Ans.** (ii) Recycle Bin
- d. What is folder within a folder called?  
(i) File    (ii) Icon    (iii) Folder    (iv) Subfolder  
**Ans.** (iv) Subfolder

**2. True (T) or False (F).**

- a. Windows 7 is not a user-friendly operating system.-F  
b. When you delete a folder, its contents are also deleted.-T  
c. It is possible to give a new name to an existing file or folder.-F  
d. Some earlier versions of Windows Operating System are Windows 3 and Windows 9.-F  
e. Taskbar is the long horizontal bar at the bottom of the desktop.-T

**3. Unscramble the following words given below.**

- a. DOISNWW                      **WINDOWS**  
b. ATBRKA                        **TASKBAR**  
c. DEKTSP                        **DESKTOP**  
d. LFDOR                         **FOLDER**  
e. NISCO                         **ICONS**

**4. Write the jumbled words using the hints given.**

- a. LFIE                              **FILE**  
Hint: It is a collection of data and information.
- b. WIDNOSW XLPROERE                      **WINDOWS EXPLORER**  
Hint: It is a program that enables you to view and manage files and folders.
- c. REMAEN                        **RENAME**  
Hint: It is a term used for giving a new name to an existing file or folder.
- d. ESKDOPT                        **DESKTOP**  
Hint: It is the first screen that appears after Windows has loaded on the computer.
- e. MOPUCTER CION                        **COMPUTER ICON**  
Hint: This small picture is used to access whatever is stored on the computer.

**5. Answer the following.**

- a. What is Windows 7?  
**Ans.** Windows 7 is popular operating system; it is also known as a **user-friendly operating system.**
- b. What is the difference between a file and folder?  
**Ans.** Difference between file and folder:

File	Folder
Files are sections of computer's memory in which we work like typing text, making a drawing, etc., and store it.	Folder is used to store a group of files with data on the same/different subject(s).
A file cannot store other files.	A folder can also store other folders. A folder within a folder is usually called a <b>subfolder</b> .

- c. What is meant by copying a file or folder?  
**Ans.** Copying a file or folder means reproducing it in the destination folder without removing it from the source folder.
- d. How is a file, folder and library related?

**Ans.** Files are sections of computer's memory in which we work like typing text, making a drawing, etc., and store it. The **files** occupy a certain amount of space which can be measured in kilobytes, megabytes or gigabytes. A file can be saved on the hard disk of the computer or on a CD-ROM or a DVD, etc.

A **folder** is like a cabinet in which we store different files. A folder can also store other folders. A folder within a folder is usually called a **subfolder**. We can create any number of subfolders that can hold any number of files and other subfolders.

**Libraries** help in grouping together all the folders and files of a particular type like Documents, Music, Pictures and Videos.

e. Write steps to do the following:

(i) Create a folder on the desktop.

**Ans.** Follow these steps to make a new folder:

1. Click the folder inside which a new folder has to be created in the Windows Explorer window.

2. Click on the **New Folder** option in the Toolbar.

A **new folder** with the name 'New Folder' is created, and appears in the right column of the Windows Explorer window.

(ii) Rename a file.

**Ans.** Steps to rename are:

1. Click once on the icon of the file or folder that is to be renamed.

2. Click on **Organize** option from the toolbar and choose **Rename** option.

3. A cursor appears with the name highlighted.

4. Type the new name. Press **Enter** key.

(iii) Delete a file.

**Ans.** Steps to delete a file are:

1. Click on the file or folder to be deleted.

2. Click on **Organize** option from the toolbar and choose **Delete** option.

A message box appears, asking you to confirm the deletion. To delete the selected folder or a file, select the **Yes** option. To leave the folder or file and not delete it, select the **No** option. Once the folder or a file is deleted, it will move to Recycle Bin.

3. Click **Yes** to delete the selected file or folder. The selected file or the folder gets deleted.

f. What is Windows Explorer?

**Ans.** Windows Explorer is a program that helps to view and manage various files and folders stored in a hard disc and other storage devices attached to a computer. It can also be used for creating, copying, moving, renaming and deleting files and folders.

g. What is the use of copying and pasting a file or folder?

**Ans.** Copying a file or folder means reproducing it in the destination folder without removing it from the source folder.