



Class:IX

CHAPTER -6

Subject : FIT

WINDOWS - 7

1. Multiple Choice Questions (Tick the correct option) :

[$\frac{1}{2} \times 4 = 2$]

- (a) Shortcut key to rename selected item.
- (i) F1
 - (ii) F2
 - (iii) F3
 - (iv) F4
- (b) _____ is the shortcut key to move forward through options in a dialog box.
- (i) ESC
 - (ii) SHIFT
 - (iii) TAB
 - (iv) ALT
- (c) _____ is used to start programs, obtain help, search for files and folders, etc.
- (i) File menu
 - (ii) Format menu
 - (iii) Edit menu
 - (iv) Start menu
- (d) A _____ is a rectangular area showing an application, document, contents of a folder or a dialog box.
- (i) window
 - (ii) maximize
 - (iii) dialog box
 - (iv) work area

2. Answer in short :

[$1 \times 4 = 4$]

- (a) What are the two parts of a Ribbon?
- (b) What are folders?
- (c) Name the menu where you find Control Panel?
- (d) What is the shortcut key to minimise all windows?

3. Explain the following

- (a) What is the significance of icons? **2**
- (b) What is a GUI? **2**
- (c) What is a window? State the different types of windows? **2**
- (d) Explain the two methods to search for a file in the disk. **2**