GIRLS' HIGH SCHOOL & COLLEGE, PRAYAGRAJ

WORKSHEET NO-3

SESSION (2020-2021)

CLASS- 3(A-F)

SUBJECT-COMPUTER

Ch 2: GUI OPERATING SYSTEM – AN INTRODUCTION

Instructions:-Parents are expected to ensure that the child reads, understands, learns and is able to do the given exercises.

Children, do you know who takes care of all the household jobs at your home? Yes, you have guessed right! Your parents look after all the household activities in such a manner that you do not have to worry about them. It is all because they organise and run the house with a system.

Likewise, a computer has a special set of programs, which manages all the jobs of a computer and makes it run. This is known as **Operating System**. Without an Operating System, a computer cannot work on its own. Windows, Mac, Linux etc., are some of the most popular Operating Systems.

Basically, an Operating System acts as a link between the user and the hardware. This link is called Interface.

➢ **USER INTERFACE**

You have learnt that a printer is used to print information on a paper. Can you tell the way as to how you communicate with a printer attached to your computer? How do you instruct it to print a document?

To give instructions for printing a document, you either type some commands, press a set of keys, or click a few buttons. These commands or menus, through which a user communicates with an external device or a program, are called **User Interface** or simply **Interface.**

➢ **TYPES OF USER INTERFACE**

There are two main types of User Interface:

- Command Line Interface (CLI)
- Graphical User Interface (GUI)

CLI – In a Command Line Interface, the user types text – based commands using the keyboard to instruct the computer to take the desired action. **Example : DOS (Disk**

Operating System).

GUI – A Graphical User Interface provides picture – oriented way to interact with hardware and software. This includes menus, toolbar, pictures, windows, icons, buttons, and other controls that enable a user to just make a few clicks to get the work done. It requires the user of appointing device like mouse in addition to the keyboard. **Example :** Windows.

➢ **WINDOWS 7**

Windows is an Operating System developed by Microsoft, world's leading software company. It provides a Graphical User Interface (GUI) that makes the interaction between the computer and the user easy.

Windows got its name from a glass window, as its interface resembles a glass window through which we can see and have different views.

Windows 7 is the most popular version of Windows and was released on October 22, 2009.

➢ **SWITCHING ON A COMPUTER**

To start a computer, follow these steps:

1. Switch on the main power supply button.
2. Switch on the UPS button. If the electricity goes off, the UPS makes the computer work.
3. Switch on the power supply button of the CPU.
4. Switch on the monitor button and wait for some time. You will find the welcome screen of Windows.

➢ **DESKTOP AND ITS COMPONENTS**

When we switch on a computer, Windows starts automatically. The first screen that appears with labelled pictures on it, is called **Desktop.** Various components of Desktop are:

• **ICONS**

The small labelled pictures or symbols present on the Desktop are called **Icons.** These icons are used to open specific programs or documents.

• **TASKBAR**

Taskbar is a long horizontal bar at the bottom of the Desktop. It has the **Start** button on

the extreme left side. The middle section of the bar shows buttons with a label for each

open application and allows us to quickly switch between them. We can activate the

Application window by clicking on its taskbar button. We can also add or remove items

from the taskbar.

The right side of the taskbar is known as Notification Area, which includes a clock and a

group of icons that provide status and notifications. The Show desktop button is present

on the extreme right of the taskbar.

- **THE START BUTTON**

To open the **Start** menu, bring the mouse pointer on the **Start** button and click on it.

The Start menu gives you quick access to documents, Windows applications, Windows

Help and Support menu, and much more.

➢ **BASIC OPERATION ON THE DESKTOP**
  - **OPENING A PROGRAM**

Click on the icon, which you want to select and press the Enter key. The application window will open. Or Double - click the left mouse button on the icon to open it.

- **ARRANGING THE DESKTOP ICONS**

As you arrange your study desk to make it tidy, likewise you can arrange the icons on the Desktop to give it a better look. To do this:

1. Right – click on the blank area of Desktop. You will find the list of options.
2. Select the **View** option.
3. Click on the **Auto arrange icons** option from the sub menu.
4. Observe the changes.
- **SORTING THE ICONS**

Sorting the Desktop icons means arranging them in a proper sequence.

1. Right – click on the blank area of the Desktop.
2. A shortcut menu appears.
3. Point to the **Sort by** option and click on the **Name** sub – option.
4. The icons will be arranged in an alphabetical order.
- **CHANGING THE DESKTOP BACKGROUND**

You enjoy working with Windows as it is user friendly. You can change the appearance of the desktop background according to your choice in the following ways:

1. Right – click anywhere on the Desktop.
2. You will find the list of options.
3. Select the **Personalize** option.
4. The **Personalize** option dialog box will appear.
5. Click on the **Desktop Background**.
6. A new window with multiple images will appear.
7. Select any background from the displayed list.
8. A preview of the selected background will appear on the monitor.
9. After selecting the background, click on the **Save changes** button and close the dialog box.

- **CHANGING THE SCREEN SAVER**

The **Screen Saver** is an image, which pops – up on the computer screen whenever a computer is left idle for a certain period of time. By pressing any key or moving the mouse, you can again get back to the normal screen. Follow the given steps to change the Screen Saver:

1. Right – click on the blank area of the Desktop.
2. Click on the **Personalize** option from the Shortcut menu.
3. The **Personalization** dialog box will appear.
4. Click on the **Screen Saver** option. The Screen Saver Setting dialog box will appear.
5. Click on the drop – down arrow in **Screen Saver** section and select screen saver of your choice.
6. A mini preview on the screen saver will be displayed in the Preview box.
7. To watch the preview on the full screen, click on the **Preview** button. Wait for a few seconds and you will get the preview of the selected screen saver on the full screen.
8. Move the mouse to come back to the **Screen Saver Settings** window.
9. Change the time **Wait** Box as per your need. Use the up arrow to increase and the down arrow to decrease the time.
10. Click on the **OK** button.

➢ **DESKTOP GADGETS**

Windows contains mini programs called Gadgets, which offer information at a glance and provide easy access to the frequently used tools. Windows 7 contains gadgets like Calendar, Clock, CPU meter, Currency, Weather, Feed Headlines, Slide Show, Picture Puzzle And Window Media Center, WinZip gadgets.

➢ **SHUTTING DOWN A COMPUTER**
1. Click on the **Start** button.
2. Select the **Shut down** button.
3. Now, wait for some time till the computer turns off automatically.
4. Then switch off the monitor button.
5. Switch off the UPS and the main power supply button.

Q.1 FILL IN THE BLANKS:

1. The _____ is the first screen of Windows that appears when the computer is switched on.
2. The _____ is the horizontal bar at the bottom of the desktop.
3. The right side of the Taskbar contains the _____.
4. _____ the icons means arranging them in a proper sequence.
5. _____ acts as a link between the user and the hardware.

Q.2 STATE TRUE OR FALSE:

1. The clock is present on the left side of the Taskbar.
2. To select an icon, simply click on it.
3. Single – clicking on the icon opens the window.
4. Show desktop button is present on the left side of the taskbar.

Q.3 MULTIPLE CHOICE QUESTIONS:

1. Which program manages all the jobs of a computer?
   a. Operating System   b. Desktop
2. Windows 7 was released on _____.
   a. October 29, 2002   b. October 22, 2009
3. _____ is an example of an Operating System.
   a. Apple   b. Linux

Q. 4 WRITE THE FULL FORM OF THE FOLLOWING:

1. CLI
2. GUI
3. DOS

Q.5 ANSWER THE FOLLOWING:

1. What is Taskbar?
2. What does an Icon mean?

(END)