Unit No. 02

Q.No.(1) What is meant by Operating System?.....اپرنٹنگ سسٹم سے کیا مراد ھے

Every computer needs special software to control the function performed by it. e.g. Windows XP,

..ہر کمپیوٹر کو خاص قسم کے سافٹ وءیر کی ضرورت ہوتی ھےان فنکشن کو کنٹرول کرنے کے لیے جو کہ یہ پرفارم کرتا ھے۔...

Q.No. (2) How you will start a Computer ? ……..کمپیوٹر کو کسے سٹارٹ کیا جاتا ھے۔..

For starting computer you will act upon these steps کمپیوٹر کو سٹارٹ کرنے کے لیے اپ ان مراحل پر عمل کرتے ھیں

(1) Press the power switch of System Box……..…سسٹم باکس کا پاور سوءچ دباءیں..

(2) After few seconds "log on windows" box will appear……

(3) Give user Name and Password in it ……..……

(4) Now you computer is ready to use ……....

Q.No.(3) What is meant by "Logging On"? ……

Logging on is a process that require "user name" and "Password" to allow using computer

……...

Q.No.(4) What is Desktop? ……

The Desktop is the first screen that appears when the computer is turned on and ready to use.

……..

.**Q.No.(5) What Items are available on Desktop?**.....

Following items can be seen on desktop screen ……..

(1) Start Button……..Activates menu that contain list of program……

(2) Task Bar……...Contain various running program……

(3) Notification Area…..Contain Date & Time, Volume icons ……..

(4) Desktop Icons……..Small pictorial objects that represents program…..……

Q.No.(6) Which are the Desktop Icons? …….....

Following Icons are available on Desktop……

(1) My Document……..consist of stored documents and files ……

(2) My Computer……...Provide access to avail resource of computer……

(3) Recycle Bin…….Store all deleted documents or files……..

(4) Internet Explorer....use to access internet ……

Q.No. (7) How you will open a program in computer?

Suppose we are going to open MS paint in computer, we will adopt following procedure.

……...

Start ⟶ Program ⟶ Accessories ⟶ MS Paint

Similarly a file can be open by double clicking on its icons …….

Q.No. (8) How do you understand a Window? ……

A Window is a rectangular area on screen, each program opens in its specific window,

……...

Q.No. (9) Which are the component found in Window? ……

If you open a window of any program, then following parts will be avail in each type of window

……...

(1) Title Bar…….contains the name of current program ……

(2) Menu Bar…..Contains different menu like file, edit, help etc……

(3) Tool Bar……contains button with icons for common tasks …….

(4) Status Bar…displays the information of running program

(5) Scroll Bar….use to navigate through windows or document contents……

(6) Maximize Button…..Enlarges window to its maximum size……..

(7) Minimize Button……use to reduce a window on task bar……..

(8) Close Button ……use to close the active window …….....

Q No. (10) What is file or Define file?.....

A file is the collection of related information. e.g text file, audio/video file. A name is given to each file

……..

Q.No. (11) What is folder or Define folder?.....

A folder is tool for organizing and grouping files on Disk. It contains files and also called Directory.

……..

Q.No. (12) What is Drive? ……

A Drive is a storage device in computer to store and retrieve information. e.g Hard Disk, CD/DVD etc.

……..

Drives are named with alphabets like C, D, E. All drives in computer can be viewed by My Computer.

……..

Q.No. (13) How you will create a folder? …….

Following procedure will be adopt for creating a folder ……...

Right click where folder is required → New → Folder → Give the name of folder

……..

Q. No. (14) How you will create and save file? ……...……

Suppose we are creating a file of MS Word, it will done as……

(1) Open MS Word as Start → Programs → MS Word ……..

(2) Now type which you want to keep in file ……..

(3) Now save the file as following procedure…… .

File → Save → Select location where to save file → click on save button

Q.No. (15) What does copy/Paste Command do? ……...

Copy / paste moves the duplicate of original file or folder to new location.

……..

Q.No. (16) What does cut/past command do? ……

Cut / paste moves the original file / folder completely, removing it from its original location.

……..

Q. No. (17) What is procedure for Copy / paste and cut/paste ……

(1) Right click the file or folder you want to copy ……..

(2) Select the copy from right click menu……

(3) Go to location where you want to past/cut file and right click……...

(4) Select paste/cut from the right click menu……...

Q.No. (18) What Is Dragging and how can u do? .....

Dragging is quick method to copy/paste a file/folder from one location to other. It will do as ……...

……...

(1) Move the mouse to the file to be dragged and keep the left button pressed……

(2) Drag the file by moving mouse to new location and release the left button……

Q.No.(19) What does Delete command do and how can u do it? …….....

Delete command is use to delete or erase a file or folder, you can do it as……..

Right click the file / folder and select Delete from right menu or ……

Single click the file / folder when its color got blue press Delete Key from Keyboard. …….....

Solved Exercise of …….Unit No. 02

Q.No. 1 Fill in the Blanks ……..

(1) GUI stand for **Graphical User Interface**…….....

(2) **Notification** area displays on the right side of taskbar……

(3) **My Documents** is a default folder use to stored documents ……

(4) **Close button** is use to close the active window ……..

(5) **Hard disk** and CD/DVD are main drives in computer……..

(6) **Title** bar is located at the top of program window …….....

(7) **Scroll** bar allows a user to navigate through window or documents contents.

……...

(8) Within the computer, Data is organized into **files** and folders

……

(9) A folder is also called a **Directory**, is tool for organizing and grouping together files on disk.

…….....

(10) **User Name** is a unique name for the identification of a use in windows.

……...

Match the following by drawing lines. ……..

Column A	Column B
Windows	Navigation
Password	Disk Drives
Date/Time	GUI
My computer	Small pictorial object
Icon	Name of the Program
Title bar	Notification Area
Scroll bar	Security Measures
Drive	Paste
Copy	Storage Device

Select the Best choice for the following Questions ……..

(1) Which of the following input device plays an important role using windows……..

(a) Joystick (b) Mouse (c) Scanner (d) Printer……

(2) What does appear on the monitor when windows I logged on?.....

(a) Documents (b) File (c) Desktop (c) Taskbar ……

(3) Where is the start button normally located on Desktop? ……

(a) Bottom left corner (b) Bottom right corner (c) Top left corner (d) Top right corner

(4) What is a small pictorial object that represents a program called? ……

……

(a) File (b) Folder (c) Icon (d) Picture ……....

(5) Which is a default folder that stores all deleted files in windows? ……

……

(a) My Computer (b) My Documents (c) Recycle Bin (d) Empty Box …….

(6) Which bar contain name of the current program at its left side and control button at it right?

……

(a) Menu bar (b) Tool bar (c) Status bar (d) Title bar

(5) Which button is used to reduce the window to a button on the Taskbar? …….

(a) Start (b) Minimize (c) Maximize (d) Close……

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