

MBS INTERNATIONAL SCHOOL

CLASS 3

CH- 4, UNDERSTANDING WINDOWS

COMPUTER WORKSHEET

MULTIPLE CHOICE QUESTIONS:

1. _____ controls and manages the operation of a computer.
 - a. Application software
 - b. Operating System
 - c. Utility Software
 - d. All
2. Clicking on the _____ button shuts down the computer.
 - a. Stand by
 - b. Restart
 - c. Shut Down
 - d. Any other
3. The _____ is an image, which pops up on the screen whenever the computer remains idle for a short time.
 - a. Arrange icons
 - b. Screen saver
 - c. Desktop Background
 - d. Icons
4. _____ are the labelled pictures on the screen, which represent a program.
 - a. Silicon
 - b. Desktop
 - c. Icons
 - d. Buttons
5. The _____ button gives quick access to documents, Windows application and help menu etc.
 - a. Control Panel
 - b. Task bar
 - c. Start
 - d. All
6. The pointer shape changes to _____ when we resize the window.
 - a. Normal
 - b. Busy
 - c. Four headed arrow
 - d. Double headed arrow

7. To deselect an icon, we should click_____.
 - a. On the icon
 - b. Away from the icon
 - c. Inside the icon
 - d. None of the above
8. _____ is the rectangular frame that helps in viewing different programs on the screen.
 - a. Desktop
 - b. Windows
 - c. Icons
 - d. Frame
9. To select the non- adjacent item, we use _____ key while clicking once on the icons.
 - a. Shift
 - b. Ctrl
 - c. Enter
 - d. Page up
10. The taskbar is located _____ of the desktop.
 - a. At the top
 - b. At the bottom
 - c. At the left
 - d. At the right