ST. JOSEPH'S COLLEGE, NAINITAL

Dear student   (Class 4 A AND 4B)

Your computer science online classes will be on 30^h April 2020 at 11 am and 2 pm. Please try to come online 15 minutes before the class. Network may be slow.

SUBJECT : COMPUTER SCIENCE, DESKTOP OPERATIONS' CHAPTER 2

You are to prepare for the class

1. Read the chapter '' INTRODUCTION TO MS WORD 2013'' Pages 37 TO 41
2. Check the links:-

    https://www.youtube.com/watch?v=Kdw_RRGnj0I

3. Practise on your computer – Type a page on MS Word and save it and try to edit change the size of fonts and see various parts of MS Word (page 38 and 39)

    You should be able to answer:-

    a) Various parts of MS Word Window.
    b) How to select Text using mouse.

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ASSIGNMENT

Giving the answers of chapter " Desktop Operations" do it in your computer note book.

1.Fill in the blanks (pg 32)

a) Desktop
b) Icons
c) Wallpaper
d) Screen Saver
e) Theme

Leave question B

3. Choose the correct one

a) Computer

b) Browse

c) Preview

d) Mixer

e) Windows Key + Tab

D) Descriptive Answers

1) The first screen that appears when you start the computer is called Desktop. The icons that you see on the desktop are Recycle Bin, Computer, Google Chrome, Explorer Edge.

2) A file is a collection of data, information, settings or commands. A folder is a location for storing a group of files and programs.

3) Screen Saver is the image on the computer when it is left idle for some time. Leave second part.

4) Change the question "How do you change the date and time on your computer "

Answer : To change the Date and Time on your computer follow these steps:-

a) Clock the date and time button on the taskbar.
b) In the popup window, click the Change date and time settings option.
c) The Date and time dialog box appears.
d) Click the Change date and time button, The Date and time settings dialog box appears.

5) To adjust the volume of the speaker, follow these steps:-

a) Click the Speakers button in the notification area (system tray) of the task bar.

b) In the Popup window, move the slider up or down to increase or decrease the speaker volume.