

### 1)What is the difference between GUI and CUI?

> The difference between GUI and CUI are as follows:

GUI	CUI
1) GUI stands for graphical user interface	<ul style="list-style-type: none"><li>• CUI stands for character user interface</li></ul>
<ul style="list-style-type: none"><li>• It is user interface which user interact with application by making use of graphics.</li></ul>	2) It is the user interface which user interact with the use of commands.
3) In GUI more than one task can run simultaneously	<ul style="list-style-type: none"><li>• In CUI only one task can run at a time.</li></ul>

### 2) What are the features of windows OS?

> The features of windows OS are as follows:

- Control Panel
- Cortana
- Desktop
- Device Manager
- Disk Cleanup
- Event Viewer
- File Explorer
- Internet browser
- Microsoft Paint
- Notepad
- Notepad

### 3) How can we open a program in windows OS?

> We can open program in windows OS by pointing the cursor on the program we want to open and clicking that program twice.

#### **4) How can we turn off the Windows OS?**

> Select Start and then select Power > Shut down. Move your mouse to the lower left-hand corner of the screen and right-click the Start button or press Windows logo key + X on your keyboard. Tap or click Shut down or sign out and choose Shut down

#### **5) Explain the process to change the desktop wallpaper and set the screen saver?**

> The process to change the desktop wallpaper are:

- 1) Right-click your desktop and choose Personalize. ...
- 2) Select Picture from the Background drop-down list. ...
- 3) Click a new picture for the background. ...
- 4) Decide whether to fill, fit, stretch, tile, or center the picture. ...
- 5) Click the Save Changes button to save your new background.

> The process to set the screen saver are :

- 1) Right click on any empty space on the desktop and select "Personalize" from the drop-down menu.
- 2) Click on the "Lock Screen" option on the left and scroll down the right side of the window and select "Screen saver settings".
- 3) In the new window, select the "Screen Saver" option from the pulldown menu.

#### **6) Explain the use of notepad, paint tool, character map and calculator?**

> Notepad is a simple text editor for Microsoft Windows and a basic text-editing program which enables computer users to create documents.

> In graphics and image-editing programs the painting tool changes the area of your image where you use the cursor to add paint strokes to the image. You can use this tool to do tasks such as fill in single pixels, add hard or soft lines, or select areas to fill with a solid color.

> Character Map is a utility included with Microsoft Windows operating systems and is used to view the characters in any installed font, to check what keyboard input (Alt code) is used to enter those characters, and to copy characters to the clipboard in lieu of typing them.

### **7) Explain the use of recycle bin?**

> The Recycle Bin is used by Windows computers to store deleted items. It temporarily stores files and folders before they are permanently deleted. You can open the Recycle Bin by double-clicking the icon on the Windows desktop

### **8) How can we install new fonts in windows OS?**

> The process of installing new fonts in windows OS are :

- 1) Open the Windows Control Panel.
- 2) Select Appearance and Personalization.
- 3) At the bottom, select Fonts. ...
- 4) To add a font, simply drag the font file into the font window.
- 5) To remove fonts, just right click the chosen font and select Delete.
- 6) Click Yes when prompted.

### **9) How can we use special character in windows document?**

> In your document, position the insertion point where you want the special character to appear. Press and hold down the ALT key while you type the four number Unicode value for the character. Note that NUM LOCK must be on, and you have to use the number pad keys to type the Unicode character value.

### **10) Explain the feature device manager, disk management, and disk defragment?**

- Device Manager displays a graphical view of the hardware that is installed on your computer. Use this tool when you want to view and manage hardware devices and their drivers.
- Disk Management is a system utility in Windows that enables you to perform advanced storage tasks. Here are some of the things Disk Management is good for: To setup a new drive, see Initializing a new drive. To extend a volume into space that's not already part of a volume on the same drive, see Extend a basic volume.
- Defrag also known as Disk Defragmentation is a process of organizing the contents of the disk in a way that all portions of the file(s) are stored in a contiguous manner. Disk Defragmentation helps reduce data access time and also consolidates the free space on the disk.

### **11) What is the use of windows defender?**

> Windows Defender is an antivirus software that's included in Windows and can help protect your device from viruses and other malware and threats. This article describes how to update your device settings to meet your organization's antivirus requirements and resolve access problems.

## 12) How we can install windows OS? Explain in steps.

> The process of installing windows OS are :

1. Set up the display environment. ...
2. Erase the primary boot disk. ...
3. Set up the BIOS. ...
4. Install the operating system. ...
5. Configure your server for RAID. ...
6. Install the operating system, update the drivers, and run operating system updates, as necessary.