



COMPUTER APPLICATIONS
5. WORKING WITH TYPICAL OPERATING SYSTEM
PART – I WORKING WITH WINDOWS
PART – II WORKING WITH LINUX
SECTION – A

Choose the correct answer:

1. From the options given below, choose the operations managed by the operating system.
a. Memory b. Processes c. Disks and I/O devices d. **All of the above**
2. Which is the default folder for many Windows Applications to save your file?
a. **My Document** b. My Pictures c. Documents and Settings d. My Computer
3. Under which of the following OS, the option Shift + Delete – permanently deletes a file or folder?
a. Windows 7 b. Windows 8 c. Windows 10 d. **All of the OS**
4. What is the meaning of "Hibernate" in Windows XP/Windows 7?
a. Restart the Computer in safe mode
b. Restart the Computer in hibernate mode
c. Shutdown the Computer terminating all the running applications
d. **Shutdown the Computer without closing the running applications**
5. Which of the following OS is not based on Linux?
a. Ubuntu b. Redhat c. CentOS d. **BSD**
6. Which of the following in Ubuntu OS is used to view the options for the devices installed?
a. **Settings** b. Files c. Dash d. VBOX_GAs_5.2.2
7. Identify the default email client in Ubuntu.
a. **Thunderbird** b. Firefox c. Internet Explorer d. Chrome
8. Which is the default application for spreadsheets in Ubuntu? This is available in the software launcher.
a. LibreOffice Writer b. **LibreOffice Calc**
c. LibreOffice Impress d. LibreOffice Spreadsheet
9. Which is the default browser for Ubuntu?
a. **Firefox** b. Internet Explorer c. Chrome d. Thunderbird
10. Where will you select the option to log out, suspend, restart, or shut down from the desktop of Ubuntu OS?
a. **Session Indicator** b. Launcher c. Files d. Search

SECTION-B

Short Answers

1. Differentiate cut and copy options.

Cut	Copy
An option that allows the user to move the content from one document to another.	An option that allows the user to make a duplicate of the original content.
The shortcut keys used for moving a text is Ctrl + X	The shortcut keys used for copying a text is Ctrl + C

2. What is the use of a file extension?

A file extension or file name extension helps to identify the type of file. The extension indicates a characteristic of the file contents or its intended use.

Examples: .txt, .doc / .docx, .odt, .ods, .odp

3. Differentiate Files and Folders.

Files	Folders
A file consists of a collection of data.	A folder stores files and folders. It is also called a directory.
Each file has its own extension.	A folder does not have any extension
Folder and sub folder cannot be created in a file	Folder and sub folder can be created in a folder

4. Differentiate Save and Save As option.

Save	Save As
Save command is use to save a document by only one name	Save As command we can save a file by two or more than two names.
The shortcut keys used for save a text is Ctrl + S	The shortcut key used for Save As in MS-Word is F12 The shortcut keys used for Save As in Open Office is Ctrl+Shift+S

5. What is Open Source?

Open Source refers to a program or software in which the source code is available in the web to the general public free of cost.

6. What are the advantages of open source?

- * Open source is available in the web to the general public free of cost.
- * Open-source software is more secured as the code is accessible to everyone.
- * Open source code can continuously improve by the programmers in the web.

7. Mention the different server distributions in Linux OS.

The most popular Linux server distributors are:

- * Ubuntu Linux
- * Linux Mint
- * Arch Linux
- * Deepin
- * Fedora
- * Debian
- * CentOS

8. How will you log off from Ubuntu OS?

After finishing your work, you can choose Log Out, Suspend or Shut down through the Session Indicator on the far right side of the top panel to log off your computer.

SECTION-C

Explain in Brief

1. Analyze: Why the drives are segregated?

- * Drives are segregated to organize the space on a hard drive.
- * It is also used to isolate the operating system or programs from other user.
- * You Can Use Multiple Operating Systems On The Same PC in different drives.
- * Hard disk drives usually work better on smaller chunks of data rather than one big partition.

2. If you are working on multiple files at a time, sometimes the system may hang. What is the reason behind it. How can you reduce it?

- * Each application open on the system takes some internal and hardware resources to keep it running.
- * If you are running multiple programs at one time then, much more storage will be in use to run them properly.
- * So your PC may run low or hang.
- * To avoid this, it is advisable to run one program at a time or upgrade your Pc's Configuration to run multiple applications at the same time.

3. Are drives such as hard drive and floppy drives represented with drive letters? If so why, if not why?

*Yes hard drives and floppy drives can be identified by drive letters such as "C:", "D:", "E:" etc.

*A drive letter is a single alphabetic character A through Z that has been assigned to a physical computer drive.



*In the above example,

Drive A: is the floppy drive,

C: is the primary hard drive,

D: and E: are partitions of the hard drive, and

Typically, the CD-ROM drive is the last drive letter, so in most situations the hard drive is the C: drive .

4. Write the specific use of Cortana.

* Cortana is a voice-controlled virtual assistant for Microsoft Windows.

* Cortana is used to get weather forecasts, set reminders, Entertainment, send email, Maps/Navigation, Random tips and tricks, find files, search the Internet and so on.

5. List out the major differences between Windows and Ubuntu OS.

Windows	Ubuntu
Windows is a closed-source operating system	Ubuntu is an open-source Linux-based operating system
Majority of Windows OS is developed by Microsoft	Ubuntu is developed by Canonical Limited.
Windows supports the office suite called MS Office.	Ubuntu supports the office suite called LibreOffice.
Default web browser for Windows OS is Internet Explorer.	Default web browser for Ubuntu OS is Firefox.

6. Are there any difficulties you face while using Ubuntu? If so, mention it with reasons.

Yes, many difficulties are these while using Ubuntu operating system

- * It becomes difficult to configure modem to start work on internet.
- * It is not possible to play the modern games in Ubuntu OS. It shows the poor graphics quality
- * Though Linux (Ubuntu) has number of free applications and software available on net, but most of the applications are not found for Linux use.
- * Ubuntu is not capable of playing MP3 files by default.
- * The drivers support is also absent in most of the cases as compared other operating system.
- * Different desktop managers lead to a fragmented experience.

7. Differentiate Thunderbird and Firefox in Ubuntu OS.

Thunderbird	Firefox
Ubuntu has in-built email software called Thunderbird	Firefox is a Web Browser, you can directly browse the internet
It gives the user access to email such as Exchange, Gmail, Hotmail, etc.	Firefox is great for new users to the Web as well as long time Web surfers.







8. Differentiate Save, Save As and Save a Copy in Ubuntu OS.








Save	Save As	Save a Copy
In Ubuntu, the “ Save ” option will save the document without requesting for a new location or name.	In Ubuntu, the “ Save As ” option, it will prompt the task of saving with the help of a dialog box.	In Ubuntu, the “ Save A Copy ” you will be prompted to save a copy using the same dialog box as “Save As”.
It will definitely over-write the original one.	You can easily change the name of file as well as location.	You may change the file name as well as location.

SECTION - D















Explain in detail

1. Explain the versions of Windows Operating System.

Versions	Logo	Year	Specific features
Windows 1.x		1985	<ul style="list-style-type: none">• Introduction of GUI in 16-bit processor• Mouse was introduced as an input device.
Windows 2.x		1987	<ul style="list-style-type: none">• Supports to minimize or maximize windows.• Control panel feature was introduced with various system settings and customising options.
Windows 3.x		1992	<ul style="list-style-type: none">• Introduced the concept of multitasking.• Supported 256 colours which brought a more modern, colourful look to the interface.
Windows 95		1995	<ul style="list-style-type: none">• Introduced Start button, the taskbar, Windows Explorer and Start menu.• Introduced 32-bit processor and focused more on multitasking.
Windows 98		1998	<ul style="list-style-type: none">• Integration of the Web browser (Internet Explorer) with the Operating System.• DOS gaming began to disappear as Windows based games improved.• Plug and play feature was introduced.
Windows NT			<ul style="list-style-type: none">• Designed to act as servers in network.

Windows Me		2000	<ul style="list-style-type: none"> • It introduced automated system diagnostics and recovery tools.
Windows 2000		2000	<ul style="list-style-type: none"> • Served as an Operating System for business desktop and laptop systems. • Four versions of Windows 2000 were released: Professional (for business desktop and laptop systems), Server (both a Web server and an office server), Advanced Server (for line-of-business applications) and Data Centre Server (for high-traffic computer networks).
Windows XP		2001	<ul style="list-style-type: none"> • Introduced 64-bit Processor. • Improved Windows appearance with themes and offered a stable version.
Windows Vista		2006	<ul style="list-style-type: none"> • Updated the look and feel of Windows.
Windows 7		2009	<ul style="list-style-type: none"> • Booting time was improved, introduced new user interfaces like Aero Peek, pinning programs to taskbar, handwriting recognition etc. and Internet Explorer 8.
Windows 8		2012	<ul style="list-style-type: none"> • Windows 8 was faster than previous versions of Windows. • Start button was removed. • Windows 8 takes better advantage of multi-core processing, solid state drives (SSD), touch screens and other alternate input methods. • Served as common platform for mobile and computer.
Windows 10		2015	<ul style="list-style-type: none"> • Start Button was added again. • Multiple desktop. • Central Notification Center for App notification and quick actions. • Cortana voice activated personal assistant.

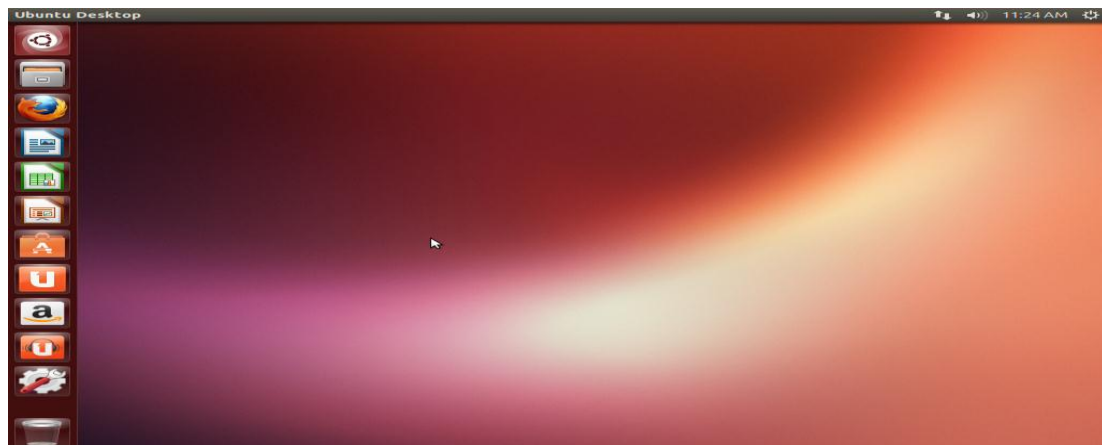
2. Draw and compare the icon equivalence in Windows and Ubuntu.

Icon	Windows	Icon	Ubuntu
	My Computer		Files
	Recycle Bin		Trash
	Internet Explorer		Fire Fox
	MS-Word		LibreOffice Writer
	MS-Excel		LibreOffice Calc
	MS-PowerPoint		LibreOffice Impress
	Search Programs and Files		Search your computer

Windows



Ubuntu



3. Complete the following matrix

Navigational Me	Located on	Ideally suited for
Start button	Task bar	The Start menu can be used to quickly start the installed programs as well as other Windows features
My Computer	Desktop	Exploring your disk drives and using system tools
Windows Explorer	Task Bar	Seeing hierarchy of all computer contents and resources in one window.
Quick Launch	Task Bar	Enables a user the ability to launch their programs quickly

4. Observe the figure and mark all the window elements. Identify the version of the Windows OS.



The version of OS is Windows 7

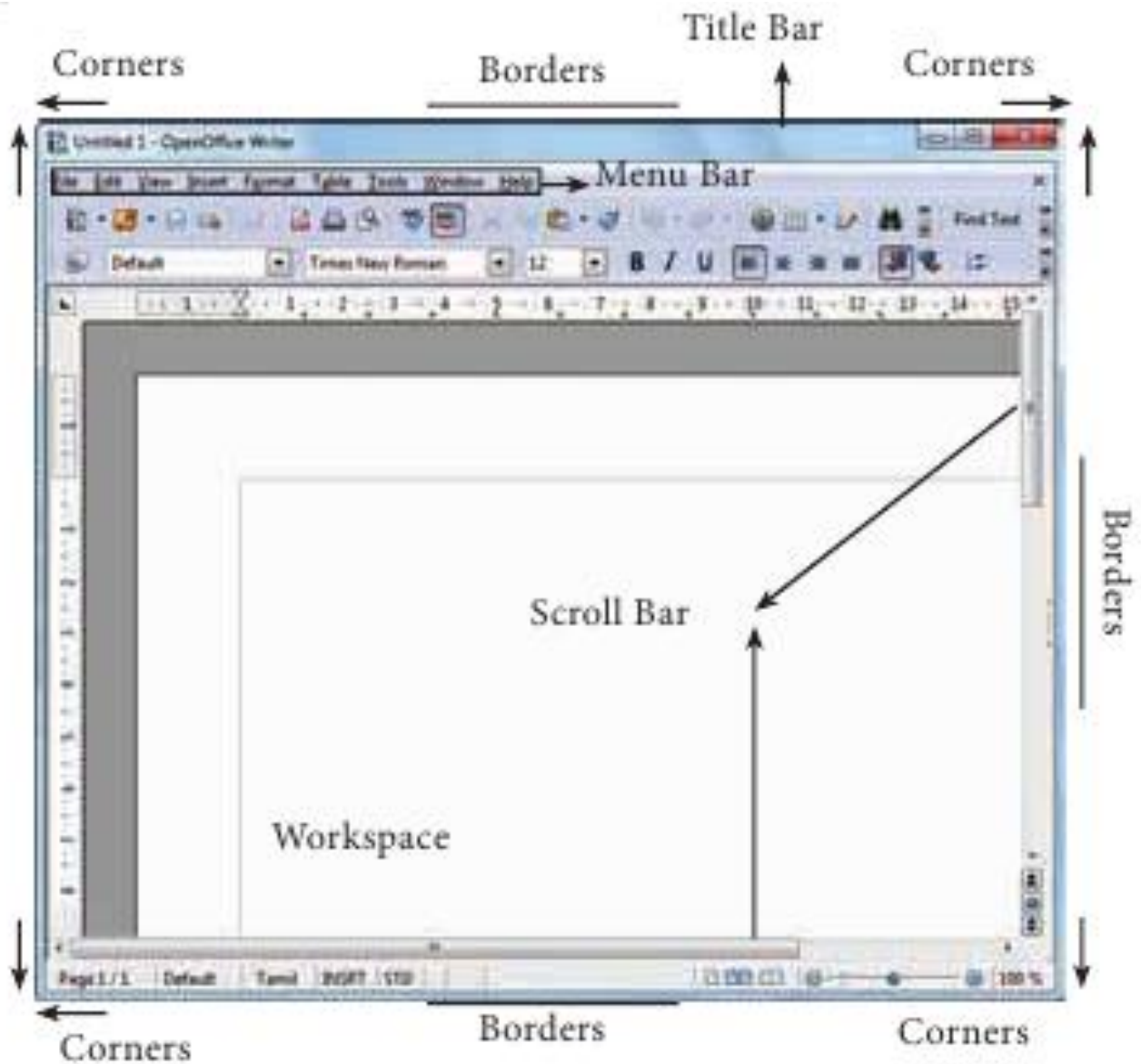


Figure 5.10 The elements of a window.

Title Bar - The title bar will display the name of the application and the name of the document opened.

Menu Bar -The menu bar is seen under the title bar.

The Workspace -The workspace is the area in the document window to enter or type the text of your document.

Scroll bars - The scroll bars are used to scroll the workspace horizontally or vertically.

Corners and borders -The corners and borders of the window helps to drag and resize the windows.

5. Write the procedure to create, rename, delete and save a file in Ubuntu OS. Compare it with Windows OS.

Procedure in Ubuntu OS

Create a file -A new File or new Folder can be created by using File→New menu or right click the mouse button and then select the type of file to create.

Rename a file - Select the file or folder to be renamed, right-click, and select **Rename** from the context menu. Type the new name for the file / folder, and press **Enter**. The file or directory is renamed. Or rename with the “mv command”

Delete a file - A file / folder created by you can be moved to trash by using right click or by using menu. Or use rmdir. Example: rmdir('myfiles')

Save a file - To save the file and exit at the same time, you can use the **ESC and :X** key and hit [Enter]. Optionally, **press [Esc]** and type **Shift + Z** to save and exit the file.

Procedure in Windows OS

Create a file – To create a text file on a computer you need a text editor such as wordpad. Choose File→New or **Ctrl+N**.

Rename a file – Select the file/ folder need to renamed and do any one of the following,

- * Click **File→Rename** menu, or
- * Right click the file or folder and choose rename option, or
- * Press F2 then Type the new name and press enter.

Delete a file - Click **File→Delete** or press **Delete** key then the deleted file or folder will move into the Recycle Bin

Save a file - Save the content of the file using **File →Save** or **Ctrl + S**.