

Short Questions

Q 1: What is Windows Operating System?

Ans: Windows is a popular operating system used in personal computers. It is used almost 90% on all PCs. It was developed by Microsoft Corporation. It is because this operating system is referred to as Microsoft Windows. It provides a graphical user interface (GUI) and, is very easy to use.

Q 2: What are Disk Drives?

Ans: Disk drives are the devices used to store and read data to and from the disk. Today most of the PCs have at least two drives such as:

Floppy Disk Drive, Hard Disk Drive

Q 3: What are Folders?

Ans: Folders or directories are used to organize data on the disks. These are filing cabinets. A folder holds the related files such as data files or program files. Folders can be copied and moved from one place to another on your disk.

Q 4: What is File Extension?

Ans: In a filename, the letters are used after the dot(.), represents the file extension. For example, in a file "abc.txt", 'txt' represents the file extension. Windows recognizes the type of files through the file extension.

Q 5: What is Icon?

Ans: In Windows, commands, application programs & computer files, and other computer resources are represented in the form of small graphic images. These small graphic images are known as icons. These are main elements of the GUI.

Q 6: What is My Computer?

Ans: My computer is very important icon used for interfacing with computer. The user can access everything in his computer such as different disk drives (e.g., hard drive, floppy drive, network drive, CD-ROM drive etc.) and folders & files etc.

Q 7: What is My Documents?

Ans: My Documents is also a special folder on the Desktop. It is the default folder to save and to open documents. When you save a document, graphic, or other file using an application program such as Microsoft Word, Microsoft Excel or Paint, the file is automatically saved in My Documents unless you choose a different location.

Q 8: What is Recycle Bin?

Ans: The Recycle Bin is a special folder of Windows on the hard disk and has a icon on Desktop. When you delete a file or folder on the hard disk, Window sends it to the Recycle Bin. You can restore the file or folder from the Recycle Bin to its original location, if required for use.

Q 9: What is Internet Explorer?

Ans: The Internet Explorer is the Web Browser software that is used to access the information available on the Internet. When Windows is installed, it is automatically installed and its icon is created on the Desktop.

Q 10: What is Windows Taskbar?

Ans: Windows provides a Taskbar at the bottom of desktop that displays the tasks o applications being currently running on the computer. When multiple program are running, the button of each program



is created on the taskbar. The user can switch between these programs by simply clicking the button of the program.

Q11: What is Windows Explorer?

Ans: Windows Explorer is used to manage files and folders on the disk. It acts as directory browser and File Manager for Windows. It provides an efficient, fast and user-friendly way for locating and managing files on your computer.

Q 12: What is Multi Tasking?

Ans: Windows allows to perform (or activate) more than one tasks (multiple tasks at a time. For example, a user can listen music while working in a word document. Similarly, user can work on a document file in Word processing program, while copying file from other computer available on the network.

Q13: What is Windows Desktop?

Ans: When you start your computer and Windows is successfully loaded, a screen appears with various icons of programs and a Taskbar at the bottom of screen This screen with icons where you work is called Desktop.

Q 14: What is Shut Down Process?

Ans: The process to close the Windows operating system and turn off the compute] properly is known as shutdown process. The user should close all the running application programs before to turn off the computer.

Q 15: What is wallpaper?

Ans: The background of the desktop can be changed with different colours or b) using an image as background. When an image or picture is used as background, it is called the wallpaper.

Q 16: What is Control Panel?

Ans: The Control Panel is a special folder that contains the tools (system software) used to configure the hardware & software. For example, you can customize the mouse, keyboard, printer etc. and appearance of desktop using Colour Schemes, Screen Savers etc. The new software can be installed as well as already existing software can be uninstalled.

Q 17: What is Computer Virus?

Ans: A computer virus is a computer program (or set of programs) that can damage important data or software installed in a computer and can disturb other functions of the computer.

Q 18: What is Antivirus?

Ans: Antivirus is software that is used to detect and remove viruses on a computer. You can stop viruses before they enter to your computer. It can be done by using a good antivirus software. It will check all files for viruses.