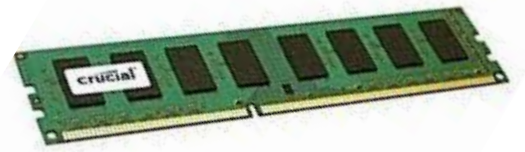


# ***Internal Parts of Computer***



**Hard Disk**



**RAM** (Random Access Memory)



**Cooling Fan**



**Mother Board**



**S.M.P.S**



**Processor**



**DVD Writer**

# Connection of all Parts of Computer



- ❖ Keyboard, Printer and Mouse are connected to CPU with **USB** Cable.
- ❖ Monitor, Printer and CPU are connected to UPS with **Power Cable**.
- ❖ Monitor is connected with CPU through **VGA / HDMI** Cable to display the result.

*Note :- Any external device for Input Purpose is connected with CPU*

# Assignment – 1

**1. Look at the Parts of Computer and Write their function in your own words.**

- a) Monitor :-
- b) CPU :-
- c) Mouse :-
- d) Keyboard :-

**2. Start the Computer by following steps :-**

- ☞ Turn switch '**ON**' of main board (Electricity Board).
- ☞ Press **power button** of U.P.S (If available).
- ☞ Press **Power button** (Big Button) of **CPU**. A light will glow in CPU after turning ON.
- ☞ Computer will start and windows screen will appear on Monitor.
- ☞ If screen does not display then press power button of Monitor.

**Note :- In case of Laptop, We just need to Press Power Button of Laptop.**

**3. Close (Shut Down) the Computer by three alternate Method:-**

**Process – I** (a) Press **Alt + F4** and then Press **Enter**.

**Process – II** (a) Click on **Start Button / Windows Keys**.

(b) Click on **Shut down** option from right side.

**Process – III** (a) Press **Windows Key** Then Press **Right Arrow** and then **Enter**.

**4. Again Start the Computer then Restart the Computer By following Steps.**

- ☞ Press **Alt + F4** together.
- ☞ Click on the **Arrow** of Shut down.
- ☞ Choose **Restart** option and then press **Enter** from Keyboard.

**Note:- We can also Restart the Computer by Pressing the small Button of CPU.**

**5. Now Check the details of Computer / PC and fill in the blanks:-**

**Steps :-** (a) **Right Click** on **Computer / This PC** of Desktop.

(b) Click on **Properties** option.

☞ RAM = .....

☞ Processor Details with Speed = .....

☞ Installed Windows in PC = .....

☞ System Type :- 32 Bit ☐ 64 Bit ☐

## **6. Create at least Ten Folder on desktop by following Steps.**

**Process – I** (a) **Right Click** on empty place of desktop.

(b) Click on **New** option and then Click on **Folder** option.

(c) **Write** the **name** of folder and finally press **Enter** Key.

**Process – II** (a) Press “**Ctrl + Shift + N**” from Keyboard.

(b) **Write Name** and Press **Enter**.

## **7. Check the Storage of Hard Disk of Computer and fill in the blanks.**

**Steps :-** (a) Open **Computer / This PC** icons from Desktop by **Double Click**.

(i) Available Drive Name:-

(ii) Free Space in hard disk :-

(iii) Used Space in Hard disk :-

## **8. Select any Five Folder of Desktop and Delete it.**

**Steps :-** (a) **Click** on any Folder and then hold **Ctrl** Key.

(b) Continue **Clicking** on another Folder.

(c) Press **Delete** option from Keyboard / Choose **Delete** option after **Right Click** on Selected Folder.

## **9. Open at least Three Folder by three different method and close it.**

**Process – I.** **Double Click** on the Created Folder.

**Process – II.** **Click** on the Created Folder and Press **Enter** Key.

**Process – III.** **Right Click** on the Created Folder and then choose ‘**Open**’ option.

## **10. Select any Three Continuous Folder and then Move it to the Right side of desktop by following steps.**

☞ **Click** on **First** Folder and hold **Shift** Key then **Click** on **Third** Folder.

☞ **Click** and **Hold** the mouse then drag the mouse to right side.

## **11. If Click and Drag does not work then do as directed :-**

➤ **Right Click** on the **Empty** place of desktop.

➤ Click on **View** option and then choose “**Auto Arrange Icons**” option.

## **12. Change the Name of folder with three method.**

**Process – I.** Select the Folder and then Press **F2** Key.

**Process – II.** **Right Click** on Folder and then choose **Rename** option.

**Process – III.** Select & **Click** on the **name** of Folder and then write new name.

## **Assignment – 2**

### **1. Create any Four Folder on Desktop and do as directed :-**

- (a) Select any Two Folder and then **Delete** it by two methods.
- (b) Again **Open** Recycle bin and **Restore** the deleted Folder.
  - ➔ **Select all** the deleted Folder that we want to Restore.
  - ➔ **Right Click** on Selected Folder and Choose **Restore** option.
- (c) Now **Permanently Delete** any Two Folder.
  - ➔ **Select** the Folder and then **Right Click** on it.
  - ➔ Click on **Delete** option with Holding **Shift** Key.

### **2. Open Computer Icon from Desktop and do the following :-**

- (a) Check all the directory and write any three directory name.
  - (i)
  - (ii)
  - (iii)
- (b) Create any One Folder in Picture and Music Directory by Keyboard.
- (c) Change the name of folder by Keyboard.
- (d) Now Create a Copy of all the Folder by **Dragging** the Mouse with **Ctrl** Key.

### **3. Start the following programs by using windows Key ( ) and also close all the program by Close (X) or Alt + F4.**

- (a) Calculator                      (b) Notepad                      (c) WordPad
- (d) Paint                              (e) Excel                              (f) Power point

### **4. Now Open WordPad , Write Few Lines in it and do the following.**

- (a) Save the document in your Folder of Music by following steps
  - ☞ Press **Ctrl + S** to save the File.
  - ☞ Select the **directory** and then **open** your Folder.
  - ☞ Write the **File name** and Press **Enter**.
- (b) Now Press **Alt + F4** to Close the WordPad.

### **5. Go to the directory where you stored the file of WordPad.**

- ☞ Check the File name and its Data by opening it.
- ☞ Copy the file by pressing **Ctrl + C**.
- ☞ Again open another folder and press **Ctrl + V**.

### **6. Again Repeat the question 5 but use Ctrl + X in the place of Ctrl + C.**

- ☞ See the changes in both the cases.

### **7. Change the size of Icons by following steps :-**

#### **Process – I**

- ☞ **Right Click** on Empty Place of Desktop.
- ☞ Click on **View** and then Choose **Smaller/Medium/ Larger**.

#### **Process – II**

- ☞ Hold **Ctrl** Key and then **Scroll** the mouse.



## **Assignment – 3**

### **1. Change the Desktop Background Picture by following Steps:-**

- ☞ Right Click on **Empty Place** of Desktop.
- ☞ Click on **Personalize** option.
- ☞ Click on **Desktop Background** Option.
- ☞ Choose any **Picture** and click on **Save Change** option.

***Note: - To Set more than One picture on Desktop Background we Choose Select All option and then Set the Time and then Click Save Change.***

### **2. Open any Folder and Create at least Twenty File in it using Copy – Paste option.**

- (a) Select **Five alternate Files** of Folder by holding **Ctrl** key.
- (b) **Cut** these Files by Pressing **Ctrl + X** then Paste in **another Folder**.

### **3. Show the Clock and Calendar Gadgets on Desktop.**

- ☞ **Right Click** on Empty place of Desktop.
- ☞ Click on **Gadgets** and **Right click** on Your Gadgets that we want to show on desktop.
- ☞ Choose **Add** option.

### **4. Open Paint by pressing Windows key and do the following :-**

- (a) Create any drawing and Color it with the help of different tools.
- (b) Press **Ctrl + S** to save the paint drawing.
- (c) Choose any **directory** and **Create** a Folder in it.
- (d) Open your Folder and **Save** the drawing in it with any name.

### **5. Empty the Recycle bin by following steps :-**

- ☞ **Right Click** on the **Recycle bin Icons**.
- ☞ Click on **Empty Recycle bin**.

### **6. Create any Folder on Desktop and do the following:-**

- (a) Create three different types of Files in this Folder using **Right Click**.
- (b) Select All the Files and Copy it by pressing **Ctrl + C**.
- (c) Now Press **Ctrl + V** to paste the files in same folder.

***Note:- Hold Ctrl + V for Ten Seconds and see the changes.***

### **7. Select any Seven Files Continuously by using Shift Key.**

- ☞ Moves these Files in a Folder of Video directory.
- ☞ Again Select any Two files from Video and Permanently delete it.

### **8. Create a Folder without name on Desktop by using Alt + 0160.**

## **Assignment – 4**

### **1. See and write the following details of Taskbar.**

- ☞ Taskbar Location :-
- ☞ Taskbar Color :-
- ☞ Some Programs of Taskbar :-
- ☞ Some tools name of Right side of Taskbar :-

### **2. Now Pin the following programs to Taskbar using these steps :-**

(a) Paint                      (b) Calculator                      (c) WordPad                      (d) Snipping Tool

- ☞ Click on **Start** menu.
- ☞ **Right click** on the Programs that we want to add.
- ☞ Choose **“Pin to Taskbar”**.

### **3. Now Remove all the pinned Programs from taskbar by following steps:-**

- ☞ **Right Click** on the Programs that we want to Remove.
- ☞ Choose **“Unpin this Program from Taskbar”**.

### **4. Now change the Color of Taskbar using following Steps :-**

- ☞ **Right Click** on the empty Place of Desktop.
- ☞ Click on **Personalize** Option.
- ☞ Click on **Windows Color** option.
- ☞ Choose any **Color** and then increase its **Intensity**.
- ☞ Finally Click on **OK**.

### **5. Change the Location of Taskbar using following steps:-**

- ☞ **Right Click** on the empty place **Taskbar**.
- ☞ Choose **Properties** option.
- ☞ Click on **Taskbar Location**.
- ☞ Choose **Left / Right / Top / Bottom** option.
- ☞ Finally Click on **Apply** then **Ok**.

**Note :- Also change the Position of Taskbar by dragging the mouse.**

### **6. Now change the size of Taskbar by following steps.**

- ☞ Right Click on the Empty place of Taskbar.
- ☞ Click on Lock the Taskbar option.
- ☞ Place the Pointer to the Border of Taskbar and drag the mouse (↕).

## Assignment – 5

1. Start the Computer and Look at Keyboard.

(a) Identify the type of Keyboard you see – (a) Simple (b) Multimedia

2. Now See the different types of Keys in Keyboard and write their number.

(a) Numeric Key :- (b) Alpha Numeric Key :-

(c) Function Key :- (d) Navigation Key :-

3. Open Calculator and perform the following calculation using Numeric key.

☞  $4585 + 5445 + 45454 \times 55 - 6656 = \dots\dots\dots$

☞  $154.20 / 52 \times 522 = \dots\dots\dots$

☞  $251.0 + 56.565 - 54.54 / 5 = \dots\dots\dots$

☞  $8540 + 0520 + 512 - 5112 = \dots\dots\dots$

4. Now Open Wordpad and Write the Following :-

Name :- Vikash Kumar.

Father's Name :- Suraj Prasad Yadav.

Class - 9<sup>th</sup> Roll – 25 Sec :- “A”

Mobile No. :- 8540554225 Matric Marks :- 85%

Email :- vkpali541@gmail.com

5. Save the above text by Creating Folder in Picture Directory.

6. Use the following Numeric Key in OFF mode and see the change on screen.

(a) 7 (b) 9 (c) 3 (d) 1

7. Open WordPad, Write Few lines and use the following key also write uses.

☞ End Key :-

☞ Home Key :-

☞ Back space :-

☞ Page down Key :-

☞ Page up Key :-

☞ Delete Key :-

8. Write the following symbol from Keyboard using Shift Key.

@ , ? [ = + \$ % \*

! & } ) / \ > < ”

9. See all the series of Alphabet in Keyboard and Write in the given box.

Q				T					P
A					H				;
Z			V						/

10. Save this document (Work) in a folder of “RAJ” in Picture directory.

11. Now Close all the Program and go to the Picture directory.

☞ Select and copy your File of WordPad by Ctrl + C.

☞ Now Paste it on Desktop by Creating a Blank Folder.



## Assignment – 6

### 1. Delete Computer Icons from Desktop and again bring Computer to Desktop.

- ☞ Select **Computer Icon** and Press **Delete** option.
- ☞ Now Press **Windows** option.
- ☞ Now **Right Click** on the **Computer** option from Right Side.
- ☞ Choose “**Show on Desktop**” option.

### 2. Change the Icon (Picture) of Folder of Desktop by following steps :-

- ☞ Select any **Folder** and then **Right Click** on Folder.
- ☞ Click on **Properties** option.
- ☞ Now Click on **Customize** option.
- ☞ Click on **Change Icons** option. +
- ☞ Choose any Icons (Picture) and then Click on **Ok** and then **Apply**.

### 3. Send any selected File / Folder in Pen Drive or any external drive directly without opening the drive :-

- ☞ **Select** the file or Folder that we want to Send to the **external drive**.
- ☞ **Right Click** on Selected File or Folder.
- ☞ Click on **Sent To** Option and choose the **Drive Name**.

### 4. Open Wordpad, Write the following lines and do as directed :-

Good Morning my dear friends, Teacher and all the students. I am here to Say some lines about Myself. I am “RAVISH KUMAR” son of “Mr. Vijay Pathak”. I read in class – 10<sup>th</sup>. My native Village is Paliganj.

- (a) Select all the Text and **increase its size**. (Ctrl+Shift+ >)
- (b) Select the Name “**RAVISH KUMAR**” and make it **Bold** and ***Italic***. (Ctrl+B / I)
- (c) Now Select “**Vijay Pathak**” and **underline** these words. (Ctrl+U)
- (d) **Copy** all these text and **Paste** it three times.
- (e) **Save** the document in **Music Directory** by creating a **Folder of Your name**.

### 5. Change the size of Icons by two alternate method.

#### Process – 1

- ☞ **Right Click** on Empty Place of Desktop.
- ☞ Click on **View** and then Choose **Large** / **Medium** / **Small**.

#### Process – 2

- ☞ Hold **Ctrl** Key and **Scroll** the Mouse.

### 6. Drag and Drop all the Icons of Computer and Rearrange it properly.

### 7. Press F5 Key on Two Different place and write what happen?

- ☞ Desktop :-
- ☞ Notepad :-

### 8. Check the details of any folder and write the following –

- (a) Date -
- (b) Files -
- (c) Folder Size -

## ***Assignment – 7***

### **1. Revise the following questions as given below :-**

- (a) Create one folder in Picture and one Folder on Desktop.
- (b) Change the Position of taskbar to Top.
- (c) Change the Size of Icons of Computer Desktop.

### **2. Start Word Do the following using Shortcut key :-**

- (a) Write some Text using Formula “=Rand()” and Press Enter.
- (b) Select all the Text (Ctrl + A) , Increase Text Size (Ctrl + Shift + >) , Apply Bold and Italic Effect.
- (c) Find ‘Video’ from the Document (Ctrl + F).
- (d) Replace (Ctrl + H) Video with Picture.
- (e) Copy all the Text and Paste it in WordPad.
- (f) Use Arrow Key and 2, 4, 6, 8 Key of Numeric Key (Off) to Move the Cursor.
- (g) Press Page Up, Page down , Home Key and End Key and View the Change.
- (h) Delete all the Text and Bring it Back (Ctrl + Z).
- (i) Save this Work in Your Folder (Ctrl + S).
- (j) Close all Program and Open Paint.

### **3. Open any Picture in Paint (Ctrl +O) and do the following :-**

- (a) Check the details of Picture by (Ctrl + E).
- (b) Change the Size of Picture (Ctrl + W).
- (c) Press Alt + F4 to Close.

### **4. Again Open Word and Insert a Picture in it.**

- (a) Create Five Duplicate copy of Picture (Ctrl + D).
- (b) Write Your Name and Apply Centre , Left and Right alignment.
- (c) Select Your name and Apply Bold (Ctrl +B) , Italic (Ctrl +I) , Underline (Ctrl +U) effect.
- (d) Create New Document (Ctrl + N) and Write some Text.
- (e) Copy These Text at least 20 Times (Ctrl + C then Ctrl +V)
- (f) Use Go to option (Ctrl +G) to go to any Page.

## **5. Capture the screenshot of Full Screen and Partial Parts of Screen.**

### **6. Revise the following questions as given below :-**

- (a) Create a Folder on Desktop with Your name.
- (b) Change the Name of Your Folder.
- (c) Delete and Restore the deleted folder from Recycle bin.
- (d) Also Change the Picture of Folder.

### **7. Open WordPad and do the following :-**

- (a) Write Three Students name in Capital Letter.
- (b) Write Three Students name in Small Letter.
- (c) Give More Space between the name using Tab Key.
- (d) Open any dialog box and Close the dialog box using Escape Key.
- (e) Select all the name and set Size – 20. And press Ctrl + E.
- (f) Select any one Friend and Apply Bold, Italic and Underline style in it.
- (g) Select all the text and Press Ctrl + C and again Ctrl + V for few seconds.
- (h) Save this document in your Folder of Desktop.

### **8. Open Word and do the following :-**

- (a) Write = rand() and Press Enter.
- (b) Press Ctrl + F10 and See the change. Again press Ctrl + F10. (c) Select all the Text and copy it (Ctrl + C).
- (d) Close Word by selecting Don't Save option.

### **9. Open Notepad and do the following :-**

- (a) Press F5 to write Date and Time. Press Enter.
- (b) Press Ctrl + V to paste the copied text.
- (c) Save the document in the same folder of desktop.

**10. Capture the screenshot of Open Windows using Print Screen and also capture the picture of Computer and Recycle bin using snipping tool.**

**11. Use Sleep / hibernate options.**

**Or**

**1. Revise the following questions as given below :-**

- (a) Create a Folder on Desktop with Your name.
- (b) Change the Name of Your Folder.
- (c) Delete and Restore the deleted folder from Recycle bin.
- (d) Also Change the Picture of Folder.

**2. Open Wordpad and do the following :-**

- (a) Write Three Students name in Capital Letter.
- (b) Write Three Students name in Small Letter.
- (c) Give More Space between the name using Tab Key.
- (d) Open any dialog box and Close the dialog box using Escape Key.
- (e) Select all the name and set Size – 20. And press Ctrl + E.
- (f) Select any one Friend and Apply Bold, Italic and Underline style in it.
- (g) Select all the text and Press Ctrl + C and again Ctrl + V for few seconds.
- (h) Save this document in your Folder of Desktop.

**3. Open Word and do the following :-**

- (a) Write = rand() and Press Enter.
- (b) Press Ctrl + F10 and See the change. Again press Ctrl + F10. (c) Select all the Text and copy it (Ctrl + C).
- (d) Close Word by selecting Don't Save option.

**4. Open Notepad and do the following :-**

- (a) Press F5 to write Date and Time. Press Enter.
- (b) Press Ctrl + V to paste the copied text.
- (c) Save the document in the same folder of desktop.

**5. Capture the screenshot of Open Windows using **Print Screen** and also capture the picture of Computer and Recycle bin using **snipping tool**.**

**6. Use Sleep / hibernate options.**

## Assignment – 8

- ### 1. Now Capture the image of Computer Icon and Recycle bin Icons and save it.

- ☞ Press **Windows key** from Keyboard.
- ☞ Write “**Snipping tool**” and then Click on it.
- ☞ Wait for few second and then select **Computer icon** or **Recycle bin** icon by **click and drag method**.
- ☞ Press **Ctrl + Save** to **Save** to Image.
- ☞ Write the name and then **Save** the image in any folder.

## 2. Hide all icons from Desktop :-

- ➡ **Right Click** on Desktop.
- ➡ **Click** on **View** option.
- ➡ **Click** on **Show Desktop Icons**.

### 3. Open WordPad Windows and then Capture the Screenshot of full Windows.

- ☞ Press **Windows Key** and then Write **WordPad** and then Press **Enter**.
- ☞ Now Press “**Ctrl+Prt.Scr,Sys,Req**” Key from Keyboard.
- ☞ Again Open **Paint** then Press **Ctrl + V**.
- ☞ Now Press **Ctrl + S** to save the File.

#### 4. Open any Program or Folder and then Hibernate / Sleep computer.

- 👉 Open **any Program or Folder** by **Double Click**.
- 👉 Now Press **Windows Key / Start Button** and then Click on **Arrow of Shut down**.
- 👉 Click on **Hibernate or Sleep** option.

***Note :- After Hibernate , Wait for few Minute and then again Start the Computer.***

**5. Use the following key as shown in Class Room and their work.**

- 👉 **Esc :-**
- 👉 **Tab :-**
- 👉 **Enter in WordPad :-**
- 👉 **Enter in Calculator:-**
- 👉 **Backspace :-**

**6. See all the three bulb of Keyboard and write their name.**

(a) (b) (c)

### 7. Open any Folder of Computer and see its File in Details wise.

- 👉 **Right Click** on the Empty Place of Opened Windows.
- 👉 Click on **View** and then Choose **Details** option.

## **Assignment – 9**

1. How to set **Single click of mouse** to open any file / folder?

- ☞ Open **Control panel** from **Start menu**.
- ☞ Click on **Appearance and Personalization**.
- ☞ Click on **Folder option**.
- ☞ Select **Single click to open any file / folder**.
- ☞ Click on **Apply** and then **OK**.

2. How to **Uninstall any program** from Computer.

- ☞ Open **Control Panel** from **Start Menu**.
- ☞ Click on **Uninstall Programs** option.
- ☞ Select any program and then **right click** on it.
- ☞ Choose **Uninstall option**.

3. How to change the **Pointer of Mouse**?

- ☞ Open **Control Panel** by Pressing **Windows Key**.
- ☞ Click on **Hardware and Sound** option.
- ☞ Click on **Mouse** option.
- ☞ Click on **Pointer** from top area.
- ☞ Click on **Browse** and then choose any one Pointer.
- ☞ Finally Click on **Open** and then **Apply** then **OK**.

4. Switch the pointer from **Left Click** to **Right Click**.

- ☞ Repeat the **three steps** of Question No. 3.
- ☞ Click on the **box of Switch Primary & Secondary Button**.
- ☞ Click on **Apply** and then **Ok**.

*Note :- Check the applied change by using it.*

5. Open any **Picture in Paint** by following steps :-

- ☞ Go to the directory where **picture is stored**.
- ☞ **Right Click** on the Picture and Then Click on **Edit** option.
- (a) Change the **Size of Picture** by Pressing **Ctrl + W**.
- (b) Make a **duplicate of Picture** by **Dragging** the picture With **Ctrl Key**.
- (c) Set the Picture on **Desktop Background**.
- (d) See the **detail of Picture** in Paint by **Pressing Ctrl + E**.

6. Open **Word** and do the following :-

- (a) Write **=rand()** and then Press **Enter**.
- (b) **Select All** the Text and **copy** it by pressing **Ctrl + C**.
- (c) **Close** the Word application by **Saving** the File in any **Folder of Desktop**.
- (d) Now **Open WordPad** and Press **Ctrl + V**. See the changes.
- (e) Again Save it in the same Folder.

7. Now send all these **Two Files in Document Directory** using **Send to option**.  
Also check **Document directory** after sending the file.



# **Assignment – 10**

## **2. Create a New User Account in PC by following steps :-**

- Click on **Start Menu**.
- Click on **Control Panel** from the **right side of start** menu.
- Click on **Add or Remove User account**.
- Click on **Create a New user Account**.
- **Write New Name** and Press **Enter**.

## **3. Change the User of Computer and Open your User.**

- (a) Add Few Icons on the Desktop in Your User.
- (b) Show Clock and CPU Meter on Desktop.

## **4. Now do the following in your User :-**

- (a) Change the Name of User.
- (b) Change the Picture of User.
- (c) Set the Password of Your User.
- (d) Change the Password.
- (e) Remove the Password from your User.

**Steps :-** (i) Go to the **Control Panel** and then Click on Add or Remove User Account.

(ii) **Choose** Your User. All the options will display to the Right Side.

(iii) Choose the option according to your needs and do your work.

## **4. Write “Happy New Year” in WordPad and Do the following.**

- ☞ Press Enter after Happy, New and Year.
- ☞ Select all the text and set Size – 45 , Style – Times New Roman, Font Color – Red , Effect – Bold and Italic.
- ☞ Set Happy to the Left , New to the Centre and Year to Right.
- ☞ Save it in any folder of Music.

## **5. Now Open Word and do the following.**

- ☞ Write about yourself using Alpha Numeric Key.
- ☞ Press the following key and write what happens ?
  - (i) Ctrl + A :-
  - (ii) Ctrl + Shift + D :-
  - (iii) Shift + F3 :-
  - (iv) Ctrl + ] :-
  - (v) Ctrl + Shift + > :-
  - (vi) Ctrl + E :-
  - (vii) Ctrl + Enter :-

## **6. Copy all the text and Paste it in Another Page of same document.**

# ***Basic Lab Assignment***

## **1. Starting of Computer System (Desktop)**

- Start the Computer.
- Restart the Computer.
- Switch User.
- Hibernate or Sleep the Computer.

## **2. Folder Concepts in Windows 7.**

- Create any Folder in any directory of Computer.
- Change the name of Folder with Three different method.
- Delete the folder and Restore them from Recycle Bin.
- Permanently Delete the Folder from Computer.
- Open any Folder with three different methods.
- Close the Opened Folder with Keyboard and Mouse.
- Check the details of Folder.
- Create Folder without any name.
- Store any work in Your Folder (Save)
- Change the Picture of Folder.
- Move different files from one folder to another folder.
- Change the size of Folder.

## **3. Taskbar Concept of computer in Windows 7.**

- Change the Location of Taskbar with two method.
- Change the color of Taskbar.
- Change the Size of Taskbar.
- Pin and Unpin any program to the taskbar.
- Change Date and Time showing to the right side of Taskbar.

## **4. Desktop Background Concepts.**

- Change the Picture of Desktop Background.
- Set Slide show Picture for background that auto change after 10 seconds  
**(Only in Windows 7).**
- Move the icons anywhere on screen and arrange them properly.
- Change the size of Desktop Icons.
- Delete Computer Icons from Desktop and show it again on desktop.
- Show the Calendar and Clock Gadgets on Desktop screen.
- Check the complete Storage of Hard Disk such as Total Size, Empty size and full size.

- Try to start any Program using Windows key and Pin some program to Start Menu and Taskbar.

## **5. Some Setting of Computer.**

- Change the Pointer of Mouse.
- Set the Single click to open any Folder.
- Increase the Speed of Mouse Pointer.
- Set Left click to Right and Right click to Left.
- Set Mouse Trail in the Pointer.
- Check the details of Computer.
- Install and Uninstall any Program of Computer.

## **6. To capture Screenshot in Computer.**

- Capture the full screen image using **Print screen key** of keyboard.
- Capture the partial part of Screen using **Snipping tool**.

## **7. Selection of files and Copy Paste Concepts.**

- Select alternate multiples files such as songs, pictures or video.
- Select Continuous files from collection.
- Use of Copy - Paste and Cut - Paste.
- Directly moves any files or Folder in Pen drive without opening.

## **8. User Accounts related questions.**

- Create New User in PC.
- Change the name of User.
- Set Password for any User.
- Delete User's Account.
- Set Image for your User.

## **9. Some additional questions (Only For Class Room Session)**

- How to Set default program to open any files?
- Use of all keys of Keyboard in WordPad.
- How to connect Internet in PC?
- How to view any files in different form?
- Some English Typing Tips.

## **10. Create a New Drive of Hard Disk in Your PC.**

## **11. How to Set Auto Shut Down Features in the Computer?**