



Name: \_\_\_\_\_

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Date: \_\_\_\_\_

Grade/Div	Sub.	Sr.No.
2/	ICT	4

### Chapter no: 6 Operating a Computer

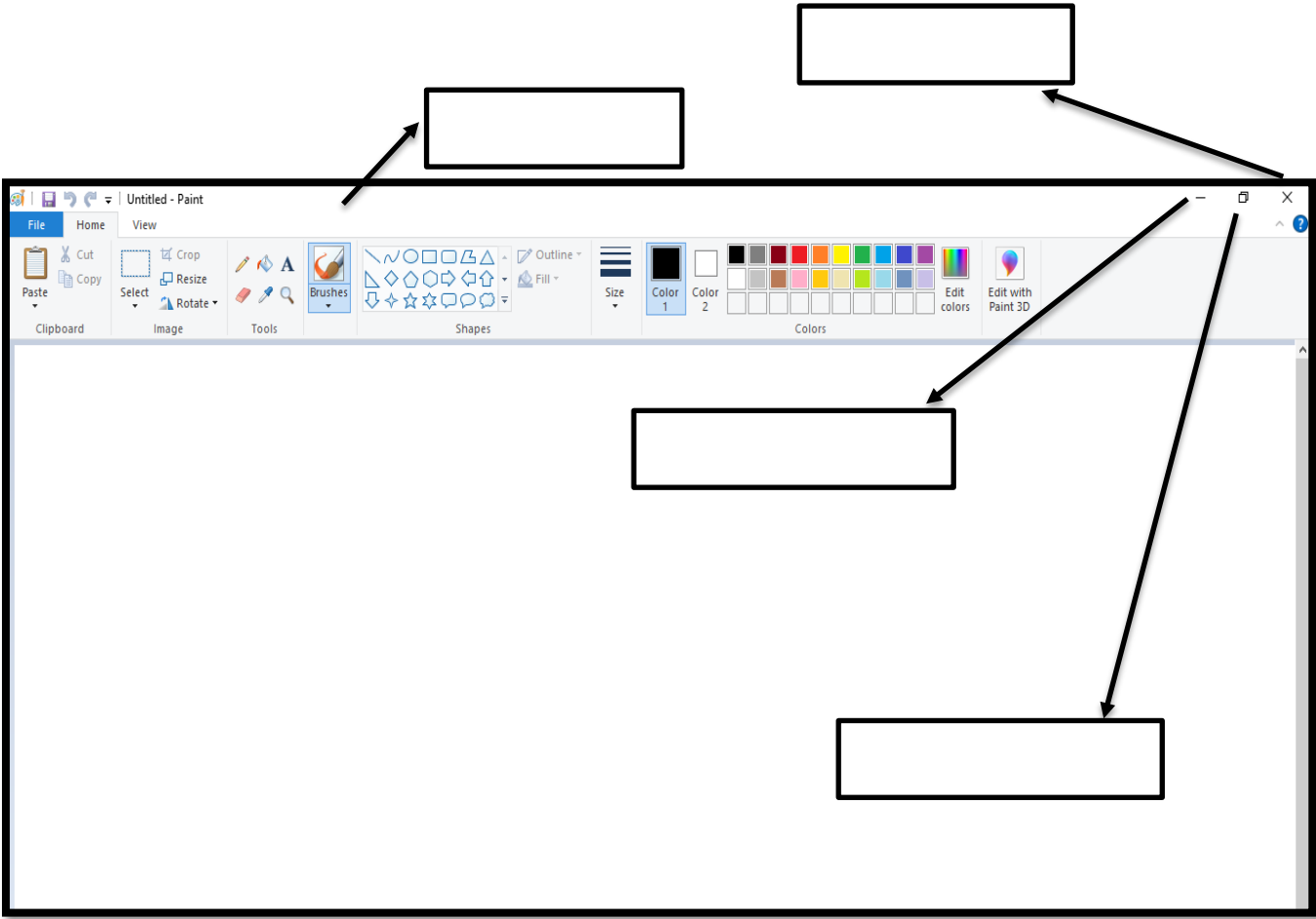
**Q. 1 Read the following steps to shut down a computer. Step 1 has already been done for you.**

Switch off the monitor	
Click on the window button	1
Switch off the UPS	
Click on the Shutdown options	
Click on the Power option	

**Q. 2 Identify and write the correct options.**

1. Small pictures on the desktop are called a .....  
(Taskbar / Icons)
2. .... button hides the window on the taskbar.  
(Minimize / Maximize)
3. The process of turning on a computer is called .....  
(Clicking/Booting)

**Q.3 Label the parts of the window.**



**Q.4 Match the Following.**

Column A

1. Shut down
2. Top-Most bar of the window
3. Operating System
4. Enlarges the window size

Column A

- a. Title Bar
- b. Microsoft
- c. Alt+F4
- d. Maximize

1.....

2.....

3.....

4.....