National Institute of Open Schooling
Secondary Course : Data Entry Operations
Lesson 2 : Operating System
Worksheet - 2

1. Manan is excited to attend his first ever Computer Lab Practical period today. Upon switching on the computer he found a lot of desktop elements and luckily found the "Start Menu" – but now he got confused after seeing a lot of options there. Can you tell him about the use of any 5 important options from the "Start Menu"?

2. There's an element on the desktop which displays the icons of currently running programs. This element can be used to switch between programs also. What's that element called and where on desktop is it located?

3. Aastha is fond of drawing and painting. One day, her friend told her that she can draw on computer also – using the "Paint" and explained the process of starting the "Paint" program. Assuming that you were there when this conversation happened, write down the steps she explained.

4. How great is that the Windows Operating System provides us all the help that we need to work on a computer through "Help and Support Center". Everyone uses it in the hour of need and surely you must have used it too. List down any 3 options from that panel.

5. I am sure that I have to use "Control Panel" if I need to change the password of my computer system, but not sure how to start it. Do you know how to start the Control Panel and list any 3 other things that I can do from Control Panel?

6. Naman's father used Naman's computer for editing an important office file. After 2 days he called Naman from his office and asked to email him the file telling the filename only. As Naman doesn't know where his father saved the file – which one of the following options shall he use to find the file:
a. "Control Panel"
b. "Search"
c. "Help and Support"
d. "File Management"
Tell us the reason and steps also for the option you choose.

7. Someone told you that you will not be able to copy a large sized video in your computer because you are running out of the storage space. What all storage components are there?

8. I created a new folder using Windows Explorer and named it "Notes" by mistake while trying to name it "Notations". So, I deleted it. Soon I realized that I could have simply renamed it. Please tell me the steps to restore that folder from the recycle bin and then to rename it.

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9. If you install any software by mistake on any of the Windows Operating System, say Windows Vista, is it possible to remove it? If yes, how?

10. Anshul is editing a file on his computer. But he also wants to save a copy of the current version, before editing, for later use. Help him by telling the steps to copy this file.