

## CHAPTER-2 (DESKTOP MANAGEMENT IN WINDOWS 10)

### A Tick (✓) the correct answer.

- It is easier to manage and more secure than conventional Windows version.  
a. Windows 10  b. Windows 7  c. Windows 8
- Window 10 includes a new web browser called :  
a. Border  b. Edge  c. Margin
- Which of these is the personal digital assistant in Windows 10?  
a. Cortana  b. Desktop  c. Publishing

### B Fill in the blanks.

- The Personalize option appears when we Right Click anywhere on the desktop.
- Windows 10 lets us choose multiple Background images for the desktop screen.
- The Recycle Bin contains all the deleted files and folders.
- The Notification area displays current system time and date.
- We can open the Start menu directly by pressing the windows key on the keyboard.

### C Write 'T' for true or 'F' for false statements.

- The Start button is present on the extreme right of the taskbar.  F
- The long bar present at the bottom of the desktop is known as the taskbar.  T
- Windows 10 runs only in desktop mode.  F
- The default browser of Windows 10 is Microsoft Edge.  T

# QUESTIONS / ANSWERS

## 1. How has multitasking improved in windows 10?

Answer:

### What is multitasking?

Multitasking is defined as performing more than 1 task at a time. It is very useful if we need to do things at a same time.

### Improvements in multitasking:

- We can have two or more windows side by side in a computer with the help of a feature called snap assist.
- We can use virtual desktops such as virtual box and run both simultaneously on one screen.
- We can have a mini floating virtual player with which we can watch video clips side by side

## 2. How is Microsoft edge better than internet explorer?

Answer:

Microsoft is the default browser of windows 10 that has replaced internet explorer in the older versions of windows. It is faster and more secure, light weight browser with layout built around web standards.

## 3. Write a short note on Cortana?

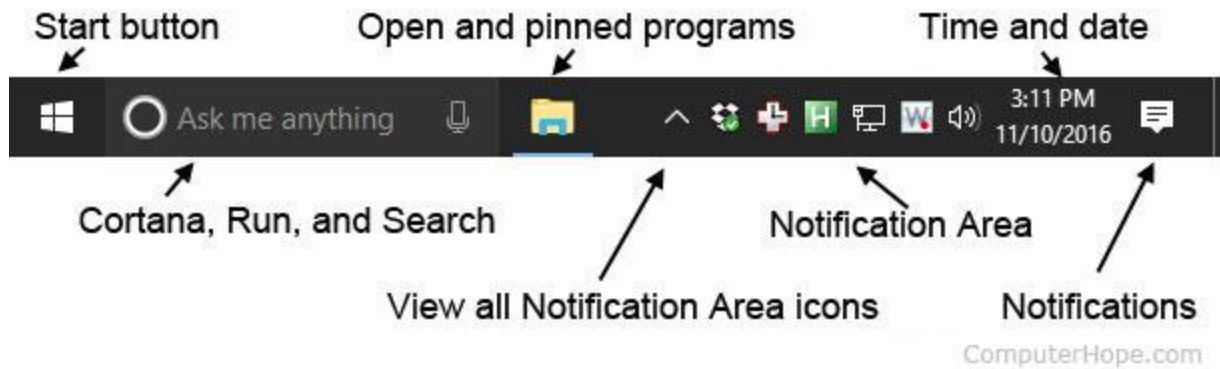
Answer:

Cortana is a voice-activated personal assistant. Think of it as Siri and Alexa, but for Windows. You can use it to get weather forecasts, set reminders, tell you jokes, send email, find files, and search the Internet and so on.

## 4. Name the component of task bar?



## Windows 10 Taskbar Overview



**5. What are icons? Name the three icons which are generally present on the desktop of all computers?**

**Answer:**

An **icon** is a small graphical representation of a program or file. When you double-click an **icon**, the associated file or program will be opened.

Common **desktop icons** include **Computer**, your personal folder, Network, the Recycle Bin, Internet Explorer, and Control Panel.

**6. How can you change system volume?**

**Answer:**

Step 1 = Click the speaker icon in the notification area.

Step 2 = Drag the slider right or left to increase or decrease the volume.

**7. What is the use of shortcut menu in windows?**

**Answer:**

A shortcut menu is a menu that shows the most frequently used commands for a selected item (file, folder or anything else). It is also called context-sensitive menu.

The shortcut menu is useful in the sense that all related commands are available at one platform without having to go here and there.

Open shortcut menu by right-clicking at a selected item.