



**पुर्णमा International School**

Shree Swaminarayan Gurukul, Zundal

*Class - VI*

*Super Computer*

*Exercise Corner*

*Year- 2020-21*



## CH-2 MORE ON WINDOWS 7

### ❖ Focus of the chapter

1. Libraries
2. Pinning a program
3. Shake Windows
4. Jump List
5. Stacking
6. Useful application in windows 7 – Playing audio, video, burning CD, recording sound, scanning
7. Setting a screen saver

### ❖ Keywords

- **Jump List** – a list of recently opened items
- **Burning a CD** – writing data onto a CD
- **Desktop background** – the background picture of the Windows desktop
- **Screen saver** – the keyboard or mouse is not used for some time.

### ❖ Checkpoint 1

#### Circle the correct answers

1. The libraries/Folder Bank feature manages and displays files that are located in multiple locations
2. The Stacking/Jump List feature shows a list of recently opened files, folders or websites.
3. You can quickly minimize every open window except one using the Shake/Stack feature.
4. The Pinning/Stacking feature helps to view windows side by side.

### ❖ Exercise Corner

**A. Tick (✓) the correct answers.**

1. Which of the following is not a feature of windows 7?  
A. MS Word
2. Which of the following is used to play audio and video files?  
A. Windows Media Player
3. Which of the following is used to record sound?  
A. Sound Recorder

**B. Write T for True or F for False.**

1. The libraries feature manages files that are located in a single location in your computer. **F**
2. You can create a new library. **T**
3. A Jump List provides quick access to recently opened files or websites. **T**
4. The Shake windows feature makes it quick and easy to view documents side by side. **F**
5. A CD gets automatically ejected from the CD/DVD drive when the burn is complete. **T**

**C. Fill in the blanks to complete the steps.**

**To scan a document:**

1. Click on **START** → **ALL PROGRAMS** → **WINDOWS FAX AND SCAN**

The windows fax and scan window opens.

2. Click on the **SCAN** button in the Navigation pane, then click on the New Scan button on the toolbar. The **New Scan** dialog box opens.

3. Click on the **Profile** list and choose an option to describe your scan.

4. Click on the **Preview** button to see how your document will look like when scanned.

5. If you are happy with the preview, click on the **Scan** button .Windows scans the document and shows an image of your document.

6. Click on the **Save As** button. The **Save as** dialog box opens.

7. Enter the **File name** the type of graphic you want to save your file as, and then click on the Save button.

## Extras

➤ Tick(✓) the correct answers.

1. Which of the following manages files that are located in multiple locations in a computer?

- a. Shake                      b. Jump List                      c. Libraries                      d. none of these

2. Which of the following is used to scan documents and pictures?

- a. Windows Scan                      b. Sound Recorder                      c. Media Player                      d. none of these

3. Which of the following is used to display open windows vertically or side by side.?

- a. Shake                      b. Jump List                      c. Libraries                      d. Stacking

4. Which of the following allows you quick access to recently opened files , folders or websites.?

- a. Shake                      b. Jump List                      c. Libraries                      d. none of these

5. Which of the following quickly minimizes every open window except the one you are shaking?

- a. Shake                      b. Jump List                      c. Libraries                      d. none of these