

Part-3

Class-7

Answer to the text questions

Chapter-2 : More On MS Windows 7

A] Multiple Choice Questions:

1. Windows Explorer is used to manage **Both (a) and (b).**

- (a) files (b) folders (c) **Both (a) and (b)**

2. **Libraries** are user-defined collection of the content.

- (a) Windows (b) **Libraries** (c) Views

3. On clicking the (▶) Sign, subfolder get displayed and the sign changes to (Δ) sign. This is called **expanding** a folder.

- (a) collapsing (b) **expanding** (c) displaying

4. **Send to** option is used to send a copy of the selected file to different locations.

- (a) Copy (b) **Send to** (c) New

5. **Large Icons** view shows large icons of file/folder in right pane.

- (a) Details (b) Tiles (c) **Large Icons**

B] Fill in the blanks:

1. The left pane displays the **disk drives** and **folders**.

2. You can open Windows Explorer Directly from the **Taskbar**.

3. The copy option is used to **Copy** file/folder.

C] Quiz

Q1. In which menu do you find Properties option?

A1. Organize menu

Q2. Which view displays your files and folders as small icons?

A2. Small Icons views and List view

D] Very Short Answer Questions

Q1. What is Windows Exploree?

A1. Windows Explorer is a program for viewing folders & files in a hierarchical order.

Q2. Write down the different Group by optoions available for arranging the content of a folder/drive.

A2. Name, Date modified, Type, Size.