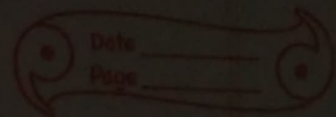Chapter - 02

MORE ON WINDOWS

WORKSHEET

Answers

01) The feature Continuum in Windows 10 helps the operating system, to work better with devices that support both mouse, keyboard and touch input.

02) Windows 10 contains "Cortana" which answers all the questions that we ask, text or verbally, but for that we need a microphone.

03) The Action Center displays alerts for your device and all the apps in a slide-out pane on the right side of the desktop.

04) Windows Hello is Microsoft's new built in biometric security system for Windows 10.

05) → Click on the Task view button (on taskbar).
→ Click on the new desktop located at the bottom right corner.
→ Click on the thumbnail to view the newly created desktop.
→ We can again switch the desktop.

06) → Click on start button. Choose Windows Media Player.
→ Insert audio in CD/DVD Drive.
→ Click on rip CD button.
→ Ripping process will start. To stop click on stop rip button.

settings

→ Click on Rip button if you want to change the format, or you can keep the default Windows Media Player.

→ The songs are now ripped to the music folder which is in This PC folder.

• Now the rip songs can be played.

07) → Insert blank CD/DVD.

→ The Burn a Disc dialog box appears.

→ Mention the CD/DVD name in disc title.

→ An empty dix folder opens.

→ Drag the files that you want to burn.

→ Click finish burning option. (Under manage tab)

→ A burn to disc dialog appears.

→ Click next.

→ Windows media player will open.

→ Click start. (under burn tab)

→ The songs are burned to disc.

08) It is an application used to play almost all types of audio and video.

09) We should use Disc Cleanup to remove the unecesary files. Your computer will now work faster. It will remove the applications which is not used for a long time.

10) — Click start. Click disk clean up from administrativ tool
or simply search.
— Drive selection dialog box will open.
— Click on the drop down the menu. Select the drive
you want to clean up. Click OK.
— Select the files that you want to remove.
— Click OK.

11. It is a system folder, using which we can make changes in
the appearance and current settings of the Windows.

12) We can can change mouse settings in various ways. such as
changing the appearance of mouse pointer, functions of mouse
buttons, or altering the scroll speed of the mouse wheel.