H.W

1. Write steps to create a new desktop.

Ans To create a new desktop, following the given steps:-

- Click on the Task View located on the taskbar. The Task View ~~pane~~ Pane opens and displays the preview of all the open windows.

- Click on the New Desktop button placed at the bottom-right corner of the Task View Pane. A new desktop thumbnail named 'Desktop 2' appears.

- Click on the thumbnail to view the newly created desktop. It is a replica of Desktop 1 but doesn't display the application opened in Desktop 1. We can ~~the~~ open the apps that we want to use on this desktop. We can groupe the desktop windows by opening similar kinds of apps in one desktop.

- Click on the Task View button again to switch between desktops.

2. What are the steps to rip a ~~cd~~ CD?.

Ans» To rip a CD we need to follow the given steps:-

- Click on the Start button and then choose Windows Media Player from the list.
- Insert an audio CD/DVD in the CD/DVD drive. We will see a list of songs stored on the CD/DVD in the Windows Media Player.
- Uncheck the check box next to any song that we don't want to rip.
- We can use the check box at the top of the list either to select or clear check boxes at once.
- When we are done with the selection process, click on the Rip CD button.
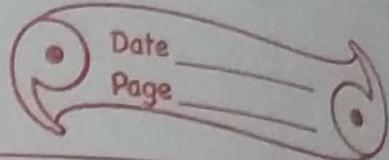- The ripping process will start and we can see the ~~to~~ Rip status of

individual songs.

- To stop the ripping process at any point, click on the Stop rip button.
- Click on the ~~rip~~ Rip settings button if we want to change the format, audio quality of ripped music files, or we can keep the default Windows Media format settings.
- The songs are ripped to the Music folder contained in This PC folder.
- After the songs have been ripped, go to the Music folder to play them.

3. How to burn a CD or copying new content to CD?

Ans: To burn a CD or copying copying new content to CD we need to follow the given steps:-

- Insert a blank CD in the CD drive of the computer.

- The Burn a Disc dialog box appears. Mention the CD / DVD name in Disc title: textbox, select the option with a CD player and click on next.

- An empty disc folder opens. Drag the files that we want to burn into this folder.

- Click on the Finish burning under the Manage Tab.

- Again, burn to disc dialog box appears. Click on the next button.

- The Windows Media Player will open. Click on the Start burn button placed under the Burn tab.

- The songs will get burned to the disc.