

## Homework

### Assignment

- Write steps to create a new desktop?

Ans- The steps to create a new desktop are

- \* Click on the task view button in the taskbar. The task view pane opens.
- \* 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 desktop. It does not show the apps <sup>opened</sup> ~~running~~

in desktop 1. We can open the apps we want to use in this desktop.

\* Click on Task View pane button again to switch the desktop.

\* We can create a new blank desktop also by ~~what~~ pressing Windows key + Ctrl + D.

2. What are the steps to rip a CD.

Ans: To rip a CD—

\* Click on the start button and choose Windows Media Player from the list.

\* Insert an audio CD/DVD in the CD/DVD

drive. ~~You will~~ A list of songs in the CD appears.

\* We can ~~uncheck~~ uncheck the check box next to any song.

we don't want to rip.



- \* Click on the Rip CD button.
- \* Click on the ~~stop rip~~ rip button to stop ripping.
- \* Click on Rip settings button to change the format, audio quality of ripped music files.
- \* The songs are ripped to the Music folders contained in This PC folder.

2. Write the steps to burn a CD.

Ans to burn a CD

- \* Insert a blank CD/DVD in the CD/DVD drive of computer.
- \* In the burn a disc dialog box, mention the

CD/DVD name in Disc title text box, select the option With a CD/DVD player.

- \* Click on Next.
- \* Drag the files you want to burn in the empty disk folder.
- \* Click on the Finish Burning under the Manage tab.
- \* Again click on Next in the Burn to disc dialog box.
- \* Under the burn tab, click on the 'Start button' in the Windows Media Player.
- \* The songs will get burned to the disc.