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Page _____

Assignment

1) Write steps to create a new desktop?

Ans The steps to create a new desktop:-

- * Click on Task View Button located in the Task Bar.
- * Then click on New Desktop option located at the right corner of the Task View pane. A new desktop named 'Desktop 2' appears.
- * Click on the Task View Button again to switch between desktops.

2) What are the steps to ripping a CD?

Ans To rip a CD follow these steps:-

- * Click on the Start button and then choose Windows Media Player from list.
- * Insert an audio CD in the drive.
- * Then click on Rip CD button.
- * The songs are ripped to the Music folder contained in This PC folder.
- * Then go to Music folder to play them.

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

Ans The burn a CD or copying new content to CD follow these steps:-

1) Insert a blank CD into drive of our computer.

2) The burn a Disc dialog box appears.

3) Mention the CD name in Disc title.

4) Then select with a CD Player and click on Next.

5) An empty disk folder opens and after that drag the files that you want to burn into this folder.

6) Click on Finish burning option located under the Manage tab.

7) Again, a burn to disc dialog box appears. Click on the next button.

8) Then Windows Media player will open click on the Start burn button placed under the Burn tab.

9) The songs will get automatically be burned to the disc.