

ch-2 More on Windows 10

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(Worksheet)

1) What is continuum feature in windows 10?

Ans) The feature of continuum is to help the operating system to work better with devices that support both mouse and keyboard the touch input.

2) How searching made easier in windows 10?

Ans) Windows 10 has the most enhanced and powerful search tool cortana which answers all the questions that you ask, either in text or verbally but, for that you need a microphone to talk.

3) Action center is used for which purpose.

Ans) Action center displays alerts for your devices and all the apps in a slide out pane on the right side of the desktop.

4) What is the utility of windows Hello?

Ans) It allows you to sign in to your system using data like fingerprint, face, iris recognition.

5) Write steps to creating a new desktop?

* click on the task view button located on the taskbar. The task view pane opens and displays the thumbnail named Desktop 2 appears. The preview of all the open windows.

* Click on the new desktop 2 appears 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 applications opened in Desktop 1. You can open the apps that you want to use on this desktop.

* Click on the task view button again to switch between desktops.

Q) What are the steps to ripping a CD?

Ans) Click on start button and then close windows Media player.

- * Insert an audio CD/DVD in the CD/DVD drive
- * Uncheck the check box next to any song that you do not want to rip.
- * When you are done with selection process click on the rip CD button
- * The ripping process will start and you can see the rip status of individual songs. To stop the ripping process at any point, click on the stop rip button.
- * Click on the Rip settings button if you want to change the format, audio quality.

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

A) Insert a blank CD/DVD in the CD/DVD drive of your computer

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

* An empty disk folder opens. Drag the files that you want to burn into this folder.

* Click on the finish burning option under the manage tab.

* A burn disc dialog box appears. click on the next button.

* Click on the start burn button under the burn tab.

* The songs will get burned to the disc

8) What is VLC Media player?

Ans) VLC Media player is an easy-to-use application. It is used to play almost all types of audio and video files.

9) What is the utility of Disk cleanup?

Ans) It helps to clean up the disc space and help your computer run faster. It empties the recycle bin, removes the temporary internet files, downloaded programs files, offline webpages and other items that are not being used for a long time.

10) What is the use of control panel?

Ans) Control panel is used to make changes in the appearance and current settings of the windows. Ex - System security; network and the internet.

12) How can you change the mouse settings?

Ans) You can customise the mouse settings in various ways, such as changing the appearance of the mouse pointer, or altering the scroll speed of the mouse wheel.

10) What are the steps to use disk cleanup?

Ans) Click on start > scroll down to windows administrative tool > Disk clean-up. Or

* Type disk cleanup in the search box and press enter.

* The disk cleanup : Drive selection dialog box will open, asking you to select the drive.

* Now, click on the drop-down arrow and select the drive that you want to cleanup. Click OK.

* This function will search and display the unnecessary files, which can be safely deleted.

* Select the file(s) that you want to remove, and select OK.