

# Assignment



1. Write steps to creating a new desktop?

Ans- Steps to create new desktop:

- Click on the task view button located on the taskbar. The Task View 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 applications opened in Desktop 1. You can open the apps that you want to use on this desktop. You can group the desktop windows by opening similar kinds of apps in one desktop.
- Click <sup>on</sup> the Task View button again to switch between desktops.

2. What are the steps to ripping a CD?

Ans- Steps to ripping a CD:

- Click on the Start button and then choose Windows Media Player from the list.
- Insert an audio CD/DVD drive. You 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 you do not want to rip. You can use the check box at the top of the

List either to select or clear check boxes at once.

- When you are done with the 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 of ripped music files, or you 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- Steps to copy (burn) a CD

- 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 file name: text box, select the option With a CD/DVD Player and click on Next.
- An empty disk folder opens. Drag the files that you want to burn in to this folder.