

# 3. Introduction to Windows 8.1

## WORKSHEET

### I. State whether the following statements are True or False.

1. For changing the desktop background, left-click on the blank area of the desktop. \_\_\_\_\_
2. The clock is present on the left side of the taskbar. \_\_\_\_\_
3. On the left side of the taskbar, the Windows button is present. \_\_\_\_\_
4. The most used apps are shown on the right side of the Start menu. \_\_\_\_\_
5. When a program is active, its icon gets highlighted. \_\_\_\_\_

### II. Tick (✓) the correct option.

1. For opening the Start menu, we press the \_\_\_\_\_ key.  
(a) Ctrl            (b) Alt            (c) Windows    (d) Shift
2. We can change the position of the \_\_\_\_\_.  
(a) Taskbar                            (b) Start button  
(c) Title bar                            (d) None of these
3. \_\_\_\_\_ manages all jobs of a computer.  
(a) Screen saver                            (b) Desktop  
(c) Operating system                            (d) None of these
4. Windows has been developed by \_\_\_\_\_.  
(a) Microsoft Corporation                            (b) Parle  
(c) Pentium                            (d) Both (a) and (b)

### III. Fill in the blanks.

1. Operating system is the \_\_\_\_\_ of the computer system.
2. A long horizontal bar at the bottom of the desktop is known as \_\_\_\_\_.



**IV. Identify the different versions of MS Windows by looking at the icons given below. Take help of your teacher.**



(a)



(b)



(c)



(d)



(e)

