

# 3. More About Windows 8.1

## WORKSHEET

### I. Fill in the blanks.

1. The most recent version of the operating system from Windows is \_\_\_\_\_.
2. To open the Start menu, you can also press the Windows \_\_\_\_\_ on the keyboard.
3. The \_\_\_\_\_ screen appears whenever the computer is locked.
4. A/An \_\_\_\_\_ is the graphic representation of a file or an application.
5. \_\_\_\_\_ is the co-founder of Microsoft Corporation.

### II. Match the following.

- |   |                 |
|---|-----------------|
| 1. Latest version of Windows            | (a) Pinning     |
| 2. Bringing an icon on the Start screen | (b) PC Settings |
| 3. Group of related files               | (c) Windows 10  |
| 4. Account picture                      | (d) Icon        |
| 5. Graphic presentation of a file       | (e) Folder      |

### III. Tick (✓) the correct option.

1. Which of the following controls switches between the desktop?  
(a) Alt + Tab  (b) F4   
(c) Alt + Ctrl  (d) None of these
2. Component of the File Explorer window.  
(a) Ribbon  (b) Navigation Pane   
(c) Address bar  (d) All of these

3. Click this to change the background of desktop.

(a) Tiles

(b) Taskbar

(c) Personalization

(d) None of these

4. We can login Windows using:

(a) Face

(b) Fingerprint

(c) Iris

(d) All of these

5. To bring the deleted files back from the Recycle Bin, select this option.

(a) Back

(b) Restore

(c) Reverse

(d) Clear