

EXPLORING WINDOWS



Sorting and Matching Elements

1. Sort the elements into the correct categories.

| Element | Functional | Visual |
|---------------------|------------|--------|
| Start Menu | | |
| Wallpaper | | |
| Taskbar | | |
| Recycle Bin | | |
| Desktop Icons | | |
| Notification Area | | |
| Clock | | |
| Background Colour | | |
| Volume Control | | |
| Custom Folder Icons | | |

Your desktop is the home screen of your computer. Some parts help you do things (functional), and others help you see and enjoy (visual).



2. Match each desktop element to its purpose.

Start Button

Recycle Bin

Taskbar

Wallpaper

System Tray

File Explorer Icon

Volume Icon

Notification Center

Shows deleted files

Opens apps and settings

Shows running apps

Personalises your screen

Shows time, battery, and notifications

Opens folders and files

Adjusts sound

Displays alerts and messages

**Application Based Questions****3. Select the most effective course of action for each situation.**

- i. You accidentally deleted a file. Where do you look first?
 - a. File Explorer > Downloads
 - b. Recycle Bin
 - c. Taskbar
 - d. Control Panel
- ii. You want to open a drawing app quickly. What's the fastest way?
 - a. Click through all folders in File Explorer
 - b. Use the search bar and type the app name
 - c. Open the Microsoft Store
 - d. Right-click on the desktop and choose "New"
- iii. You want to change your desktop background. Where do you go?
 - a. Right-click on the desktop > Personalise
 - b. Open File Explorer > Pictures
 - c. Use the search bar to find "Wallpaper"
 - d. Open the Recycle Bin
- iv. You want to check the time and battery level. What do you click?
 - a. Start Menu
 - b. System Tray (bottom-right corner)
 - c. File Explorer
 - d. Task View
- v. You want to organise your desktop by putting files into folders. What do you do?
 - a. Drag files into the Recycle Bin
 - b. Create a new folder and move files into it
 - c. Change the wallpaper
 - d. Use Ctrl + Z
- vi. You want to remove an app shortcut from your desktop. What's the safest way?
 - a. Drag it into the Recycle Bin
 - b. Uninstall the app from Settings
 - c. Rename the shortcut
 - d. Hide the desktop icons

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Matching Shortcuts

1. Match the shortcut to its function and explain when you would use it.

Ctrl + C

Ctrl + V

Ctrl + Z

Alt + Tab

Win + D

Ctrl + S

Ctrl + P

Ctrl + A

Switch Windows

Show Desktop

Copy

Undo

Select All

Print

Save

Paste



Application Based Questions

2. For each task, choose the quickest method using Windows tools.

- i. Find a file named “Robotics_Project.docx”
 - a. Open every folder in File Explorer manually
 - b. Use the search bar and type the file name
 - c. Restart the computer and check the desktop
 - d. Open Microsoft Word and create a new file
- ii. Open the calculator without using the mouse
 - a. Use the search bar and click on Calculator
 - b. Ask a friend to open it for you
 - c. Open File Explorer and search for Calculator
 - d. Press the Windows key, type “Calculator,” and press Enter

- iii. Switch from your browser to your Word document
 - a. Use Alt + Tab to switch between open apps
 - b. Close the browser and open Word again
 - c. Minimise all windows and click on Word
 - d. Restart the computer and open Word first
- iv. Close a frozen app
 - a. Click the X button repeatedly
 - b. Restart the computer immediately
 - c. Use Task Manager to end the task
 - d. Wait and hope it fixes itself
- v. Search for a photo you saved last week
 - a. Scroll through every folder in File Explorer
 - b. Use the search bar and type part of the file name or “.jpg”
 - c. Open Paint and check recent files
 - d. Look in the Recycle B
- vi. Open a website without using a browser shortcut
 - a. Use the search bar to type the website name and press Enter
 - b. Open File Explorer and type the website in the address bar
 - c. Open Notepad and type the URL
 - d. Use the Start Menu to find the website