Lesson-2
(Windows Explorer)

Fill in the blanks

1. Windows Explorer has two panes. These are_____ and _____

      1. (First, Second)   **2. (Left, Right)**   3. (Top, Bottom)   4. (File, folder)

2. _____ view tells about size, type and date of modified of a file.

      1. (Details)   2. (Tiles)   3. (List)   4. (Content)

3. _____ option is used to search files and folders.

      1. (File)   2. (Select)   **3. (Search)**   4. (Delete)

4. Calculator can be opened by typing _____ in the run box.

      1. (Calculator)   2. (Cal)   **3. (calc)**   4. (None of these)

5. _____command is used to cut an item from its place.

      1. (Copy)   2. (Paste)   **3. (Cut)**   4. (Delete)

True / False:

1. Windows Explorer is used for management of files.   **TRUE**

2. A file may contain many files and folders.   **FALSE**

3. A method of opening widows explore is:

    Press windows key+R-> Type Explorer in Run Box   **TRUE**

4. Windows Explore is an Operating System.   **FALSE**

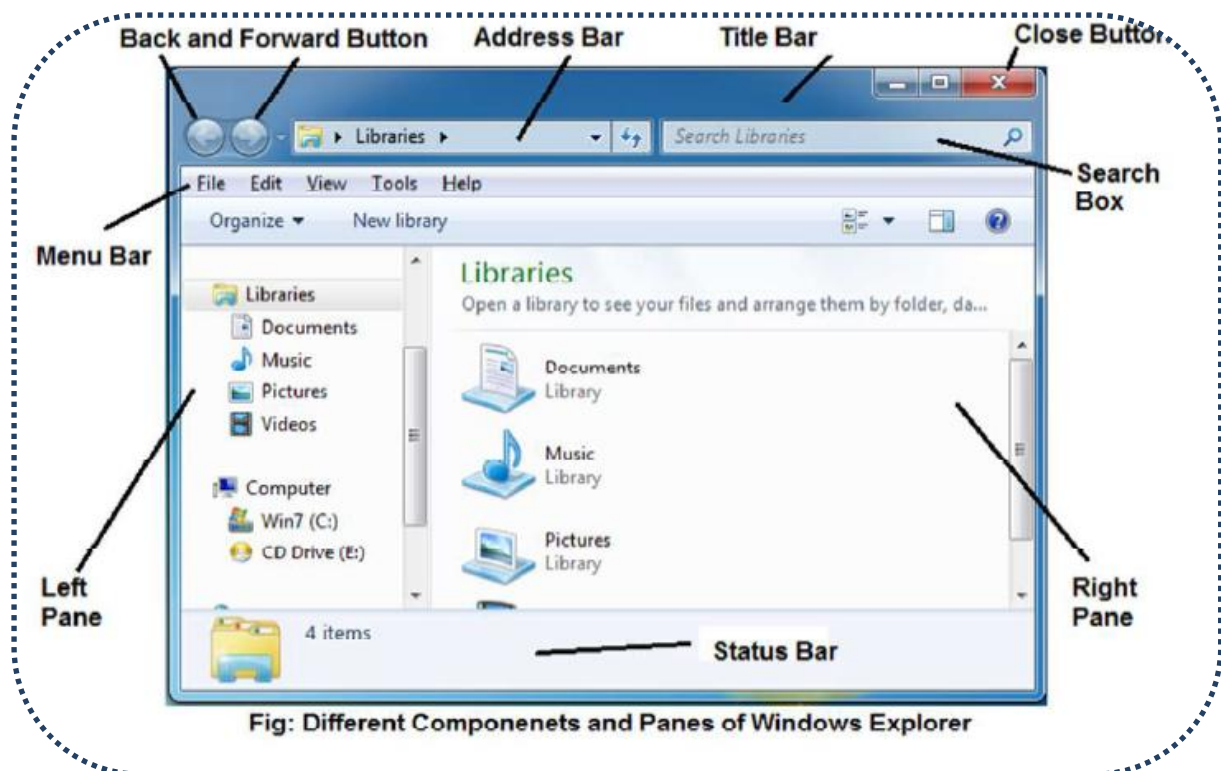5. "Copy" option is used to make a duplicate of an item.   **TRUE**

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Short Answer type questions: -

Q1. How many panes are available in Window Explorer? Write their names?

Answer: There are two panes in Window Explorer, which are as follows:

1. Left Pane
2. Right Pane

Fig: Different Componenets and Panes of Windows Explorer

Q2. List the parts of window explorer?

Answer: List pf parts pf Window Explorer is given below:

- TITLE BAR
- BACK AND FORWARD BUTTON
- ADDRESS BAR
- SEARCH BOX

- MENU BAR
- TOOLBAR
- STAUS BAR

Q3. How can we create a new folder with the use of keyboard?

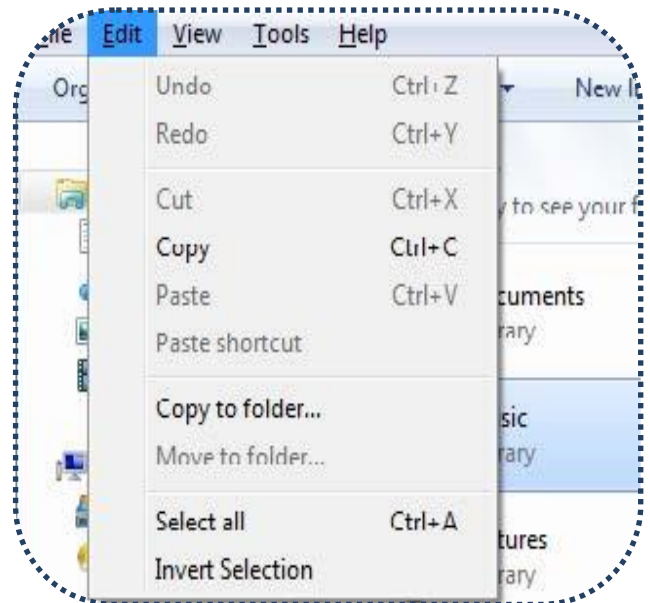**Answer:** We can also create a folder using keyboard. To create a folder using keyboard, shortcut key is: -

Ctrl + Shift + N

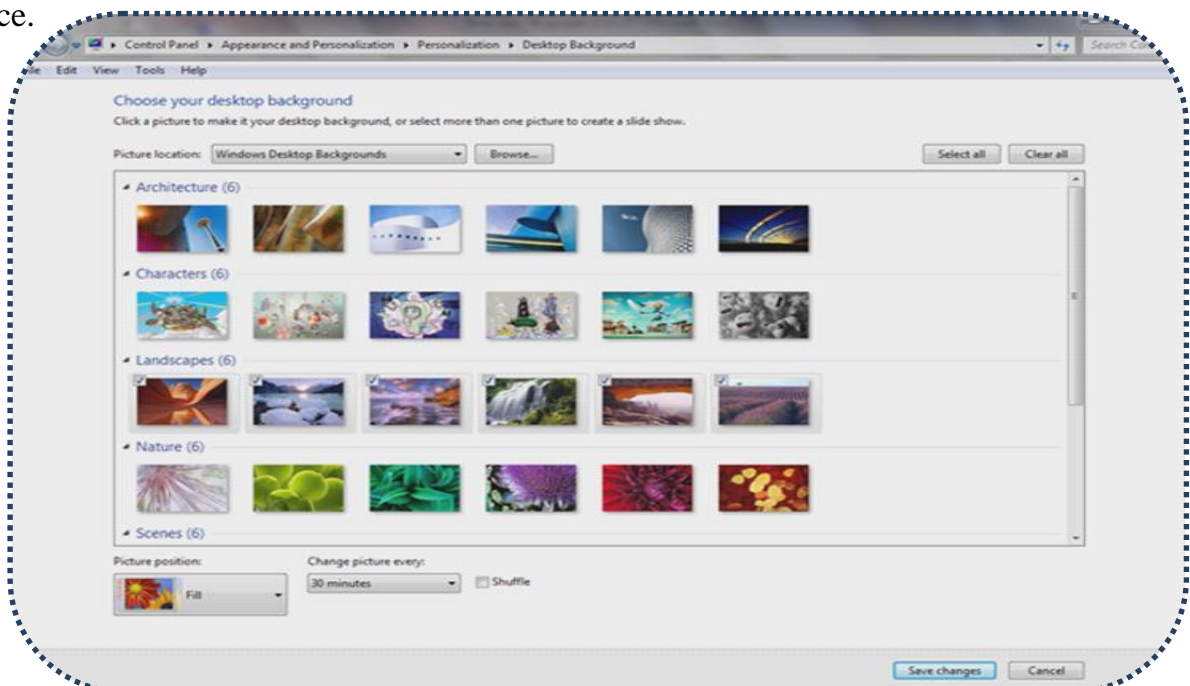**Q4. How can we copy items using copy and paste?**

Answer: Following are the steps to copy an item using copy and paste option:

1. Select the item which we want to copy

2. Click on **Edit** Menu **Copy** option

3. Select a location to Paste an item

4. Click on Edit Menu **Paste** option
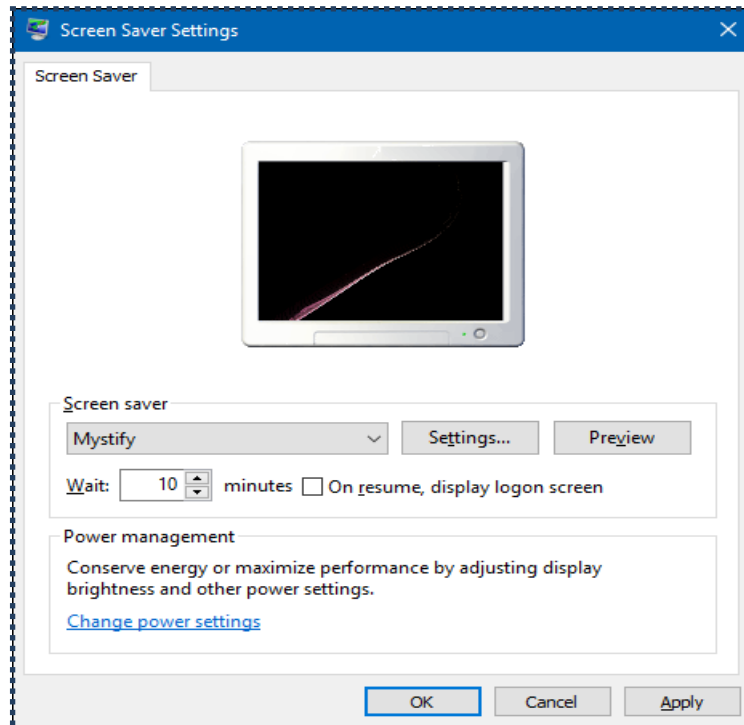
Q4. Write a note on Background?

Answer: Desktop background primarily consists of wallpaper. Wallpaper is a background pattern or picture against which desktop menus, icons, and other elements are displayed and moved around. A wallpaper image can be in a JPEG or a GIF file format. Wallpaper is commonly used in Microsoft Windows. Each operating system provides several pre-installed wallpaper images for the user to choose from. A user can also change the wallpaper as per its choice.

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Q6. Explain Screen Saver?

Answer: - A screen saver is a software program. It becomes activated after the computer is not in use for a specified duration of time. A screensaver basically consists of an animated image. Screensavers were originally designed to help prevent phosphorus coating monitor screen from being burned.

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Long Answer type Questions:

Q1. What is windows explorer? Give different ways to open windows explorer.

Answer: There are a number of ways to open windows explorer. Let's discuss these ways:
1. Press **Windows key** + **E** button together.
Or
2. Press **Windows key-> Click** on **All Programs-> Accessories-> Windows Explorer.**
Or
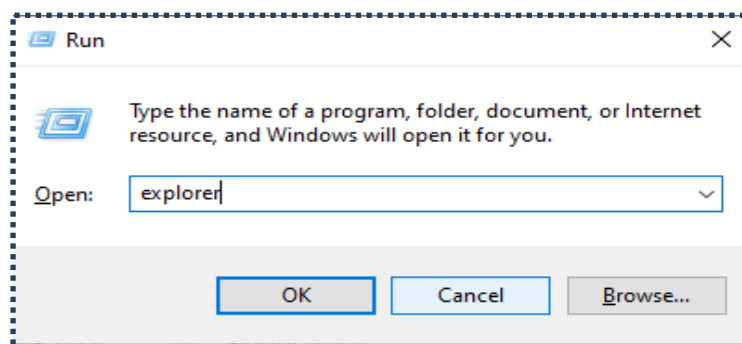3. Press **windows key** -> Type "**Explorer**" in **search Box** and Press **Enter**
Or
4. Press **windows key+R** Together-Run box will open-> Type **Explorer** in **Run** Box and press Enter.
Or
5. By default windows explorer button is located at second on Taskbar. So Press Windows and 2 keys together.

Q2. Explain different views of explorer.

Answer: There are many different ways to view drives, files and folders in Windows Explorer.

These are given below:

- ➢ **Small Icon View**
- ➢ **Medium Icon View**
- ➢ **Large Icon View**
- ➢ **Extra Large Icon View**

- ➢ **Tiles Icon View**
- ➢ **List Icon View**
- ➢ **Detail Icon View**
- ➢ **Content Icon View**

Q2. How can we move an item using cut and paste?

Answer: We can move items from one place to another. It involves exactly the same steps as copy and paste, which was described earlier. But in the second step choose cut from the edit or context menu (**ctrl + x**), rather than copy. The difference between copy or paste and in cut or
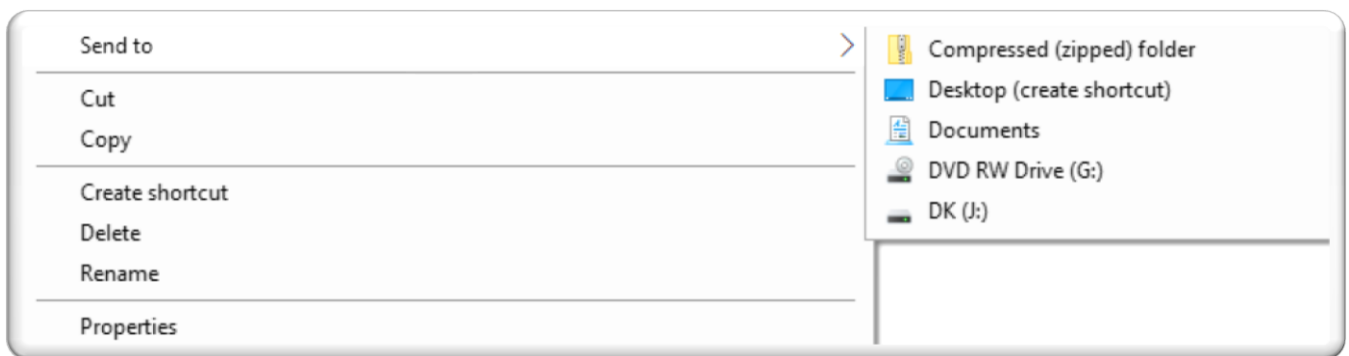
paste is that while using copy command a duplicate copy of the selected item is created and it is place on new location while in cut and paste, the original item is moved from its location. Let's learn moving items using cut or paste about it:

1. Select the item you want to cut.

2. Choose cut from Edit menu or Press **CTRL+X** key from keyboard.

3. Specify your destination to paste file.

4. Choose paste option or Press **CTRL+V** keys. Now cut item will be pasted.

Q4. How can we Copy items using 'send to' option?

Answer : **'Send To'** option is a very easy way to copy items to a new location. Following are the steps to copy an item using **'Send To'** option:
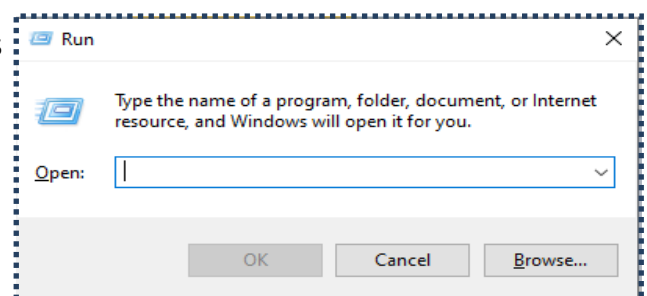
1. Select an item to copy.

2. Right click on the selected item.

3. Click on the **'Send To'** option in Properties menu.

4. Now, Click on the location from the submenu that open after clicking on the **'Send To'** option.

Send to >		📦 Compressed (zipped) folder
		🖥️ Desktop (create shortcut)
Cut		📄 Documents
Copy		💿 DVD RW Drive (G:)
Create shortcut		💾 DK (J:)
Delete		
Rename		
Properties		

Q5. Explain the followings:

      A. Run command

      B. Search command

      C. Calculator

Answer:- A. Run command: Run Command is an important application of Windows Operating System. It can be used to
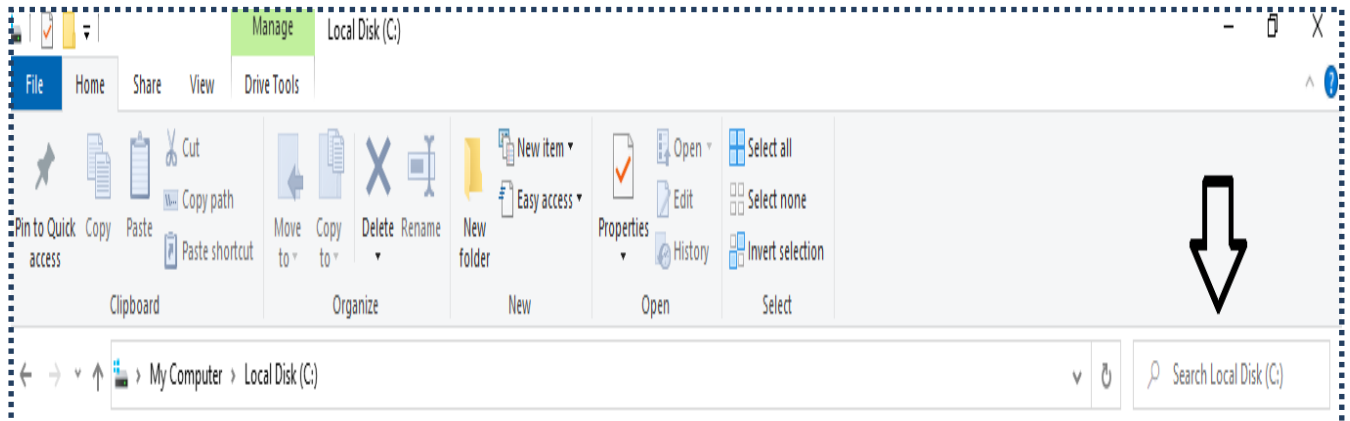
Run — ×

Type the name of a program, folder, document, or Internet resource, and Windows will open it for you.

Open: |

OK   Cancel   Browse...

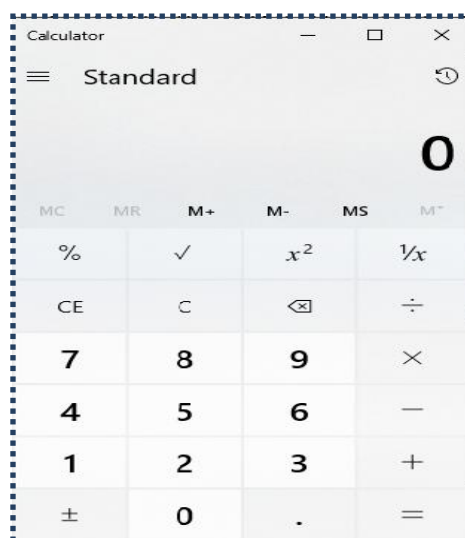open a program directly. To open the Run box, press Window Key + R button from the keyboard.

B. Search command

Search Command is an important application of Windows Operating System. It is used to search files or folders easily. To find items, Search box can be used in the Windows Explorer.

C. Calculator

Calculator is a simple application of Windows Operating System. It is like a simple calculator. It is used for performing simple calculations. We can open it by typing calc in the Run Command box.
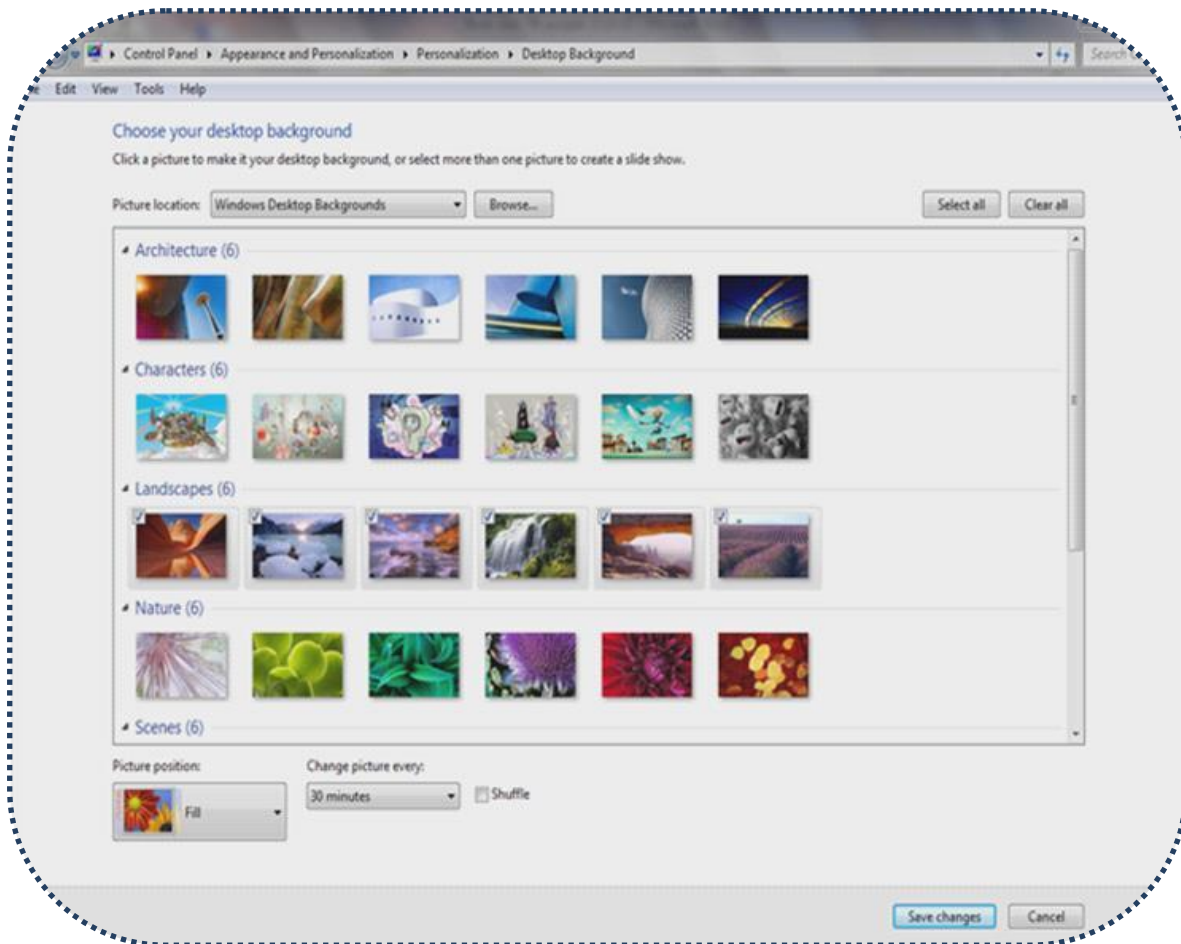
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Q6. Write down the steps to change Background.

Answer: Steps to change background:

1. Choose any option from Pictures Locations as shown in Windows Desktop Background.

2. All Background of your selected theme are selected by default. If you want to use a single background then click on Clear all button as shown in fig.

3. To use your desired Background click on the top left corner as shown in fig.

4. for picture position click on Picture Position and choose an option as per your choice.

5. If more than one Background are selected, to change all automatically after some time click on Change picture every option and select time as per your choice.

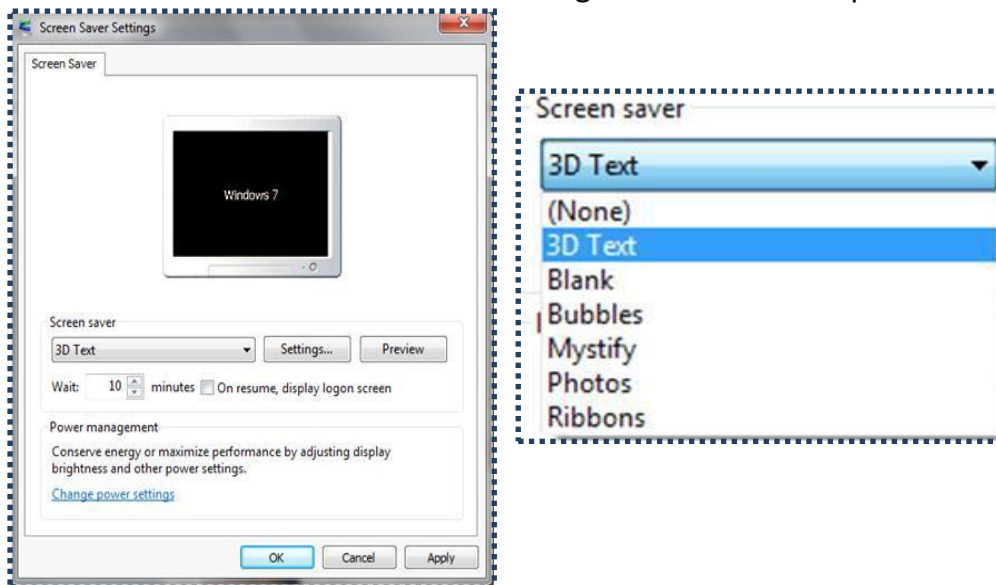6. Click on Save changes button. Desktop Background is set to your choice.

Q6. Write down the steps to set Screen saver.

Answer: Steps to set screensaver:

1. Click on Screensaver thumbnail as shown in fig 2.14. You will see pic as shown in fig.

Fig. Screensaver

2. To set screensaver of your choice click on Screen saver button as shown in fig. and select a screen saver of your choice from drop down menu. For example, 3D Text screen saver is selected in fig.

3. For Screen saver settings click on Settings button and set setting as per your choice.

4. To see preview of your screensaver click on Preview button as shown in fig.

5. To run a screen saver automatically on your desktop we need to adjust its time. To do this click on Wait option as shown in fig and type time settings as it is set to 10 minutes shown in fig.

3. Click on Apply button and then on OK button. Screen saver will be set.

THANKS, COMPUTER SCIENCE TEAM, KAPURTHALA