Dear Students!!

In this e-book of 7th class, study material of computer science is being sent to you as per new syllabus (2023-24). You can easily prepare your test / papers by reading these notes and watching the video lectures given below. Following are the links of the video lectures in blue colour. Watch these video lectures by clicking on the relevant link of chapter to have better understanding of various concepts.

7th Class - Monthly distribution of Computer Science Syllabus & Video Lecture Links (Pbi)

Month	Chapter and its Name	Link of Video Lecture
April	Chapter-1 Typing Tutor	https://youtu.be/GUFCpc_x-DA
May	Chapter -2 Windows Explorer	https://youtu.be/0E3I0GFbMJs
July	Chapter -3 Microsoft Word (Part-1)	
Aug	Chapter -4 Microsoft Word (Part-2)	https://youtu.be/vvQwkvhAXPI
Oct	Chapter -5 Microsoft Word (Part-3)	https://youtu.be/OWBofDDSpH0
Nov	Chapter -6 Microsoft Word (Part-4)	https://youtu.be/1s5-qjor608
Dec	Chapter -7 Introduction to Multimedia	
Jan	Chapter -8 Storage Devices	https://youtu.be/HcGdrY9BQiE

Video Lectures for Practical:

Windows Explorer	https://youtu.be/XgaC4GRhOgs

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YouTube **http://youtube.com/c/computersciencepunjab**

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Please use the following link to download the study material/e-books/e-contents for 6th to 12th classes:

http://cspunjab.nirmancampus.co.in/study.php

Chapter 2ⁿᵈ
Windows Explorer

Que:1 Choose the suitable option and fill in the Blanks:
1. Windows Explorer has two panes. These are_____ and _____
a) First, Second   b) **Left, Right**   c) Top, Bottom   d) File, folder
2. _____ view tells about size, type and date of modified of a file.
a) Details   b) Tiles   c) List   d) Content
3. _____command is used to move an item from its place.
a) Copy   b) Paste   c) **Cut**   d) Delete
4. A _____ is a combination of pictures, colors, and sounds on our computer
a) Background   b) Desktop   c) Screensaver   d) **Theme**
5. A _____ is a software program that becomes activated after the computer is not in use for a specified duration of time.
a) Background   b) Desktop   c) **Screensaver**   d) Theme

Que:2 Very Short Answer Type Questions
Q:1 Which window application is used for management of files?
Ans: Windows Explorer
Q:2 What do we call a folder inside another folder?
Ans: Subfolder
Q:3 What is a method of opening windows explorer?
Ans: Window Key+ E
Q:4 Write the name of any default library of window.
Ans: Documents Folder
Q:5 Which option is used to make a duplicate of an item?
Ans: Copy and Paste

Que:3 Fill in the blanks:
  I.   The shortcut key to create a new folder is _____
  II.   The shortcut key to rename a file or folders is _____
  III. Deleted files or folders move to _____
  IV.   A _____ is a combination of pictures, colors, and sounds on our computer.

Ans: I. **Ctrl+Shift+N**   II. **F2**   III. **Recycle Bin**   IV. **Theme**

Que:4 Short Answer Type Questions:
Q:1 How many panes are available in Window Explorer? Write their names?
Ans: There are two panes in Window Explorer which are mentioned below:
  • **Left Pane or Navigation Pane**
  • **Right Pane**

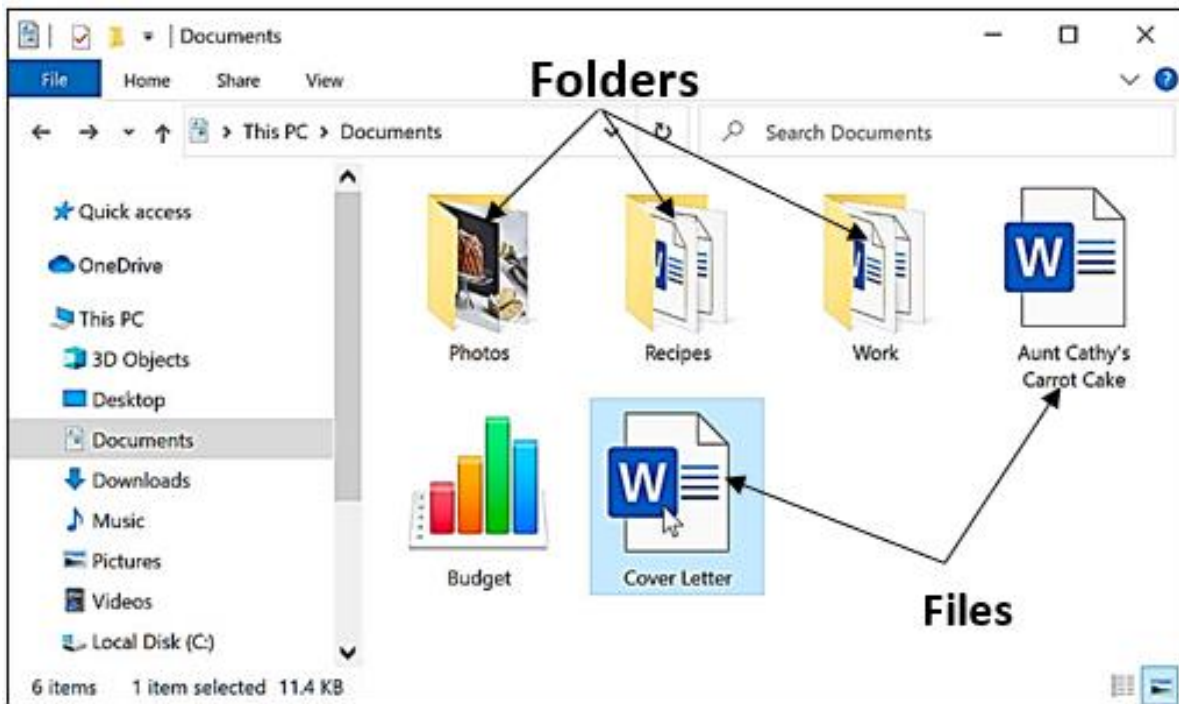**Q:2 Write the name of different parts of Window Explorer?**
Ans: Following are the names of different parts of Windows Explorer:
  1. **Title Bar**
  2. **Back and Forward Button**
  3. **Address Bar**
  4. **Search Box**
  5. **Menu Bar**
  6. **Toolbar**
  7. **Status Bar**

Q:3 Define File and Folder?

Ans: A file is the smallest unit to store data. To manage and organize files in the computer system, we use folders. Folders are also called Directories. A folder may contain other folders and files.

Que:4 Long Answer Type Questions:

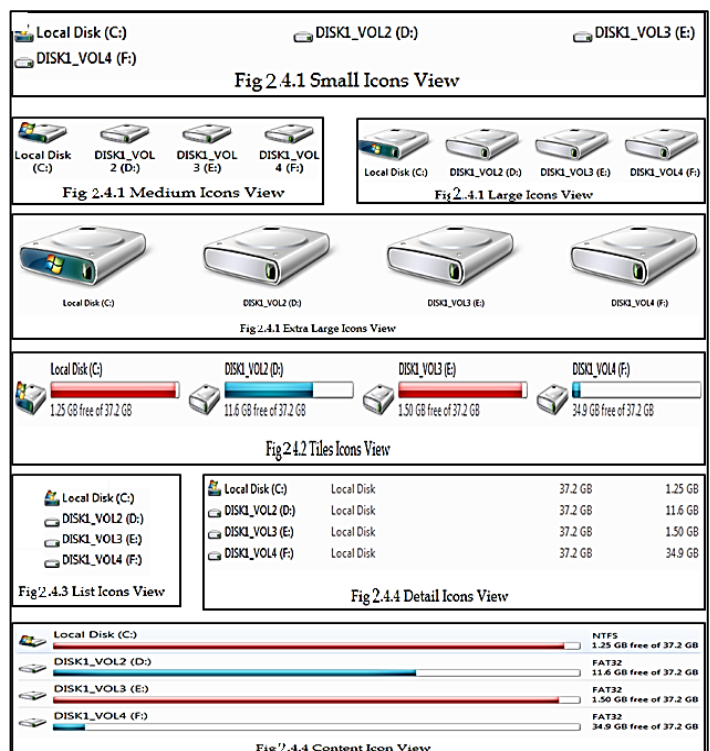**Q:1 What is Windows Explorer? Give different ways to open windows explorer.**

Ans: Windows Explorer is also known as File Explorer. It is used to access or to work with files and folders that are available in our computer system. Following are some common methods to open window explorer:

- **Press Windows + E keys together**
- **Window Key → All Programs → Accessories → Windows Explorer**
- **Press Window Key → Type Explorer in the search box**

Q:2 Explain different views of Windows Explorer.

Ans: Windows Explorer provides different view to have a look on the items available in it. Following is the list of views available in Windows Explorer:
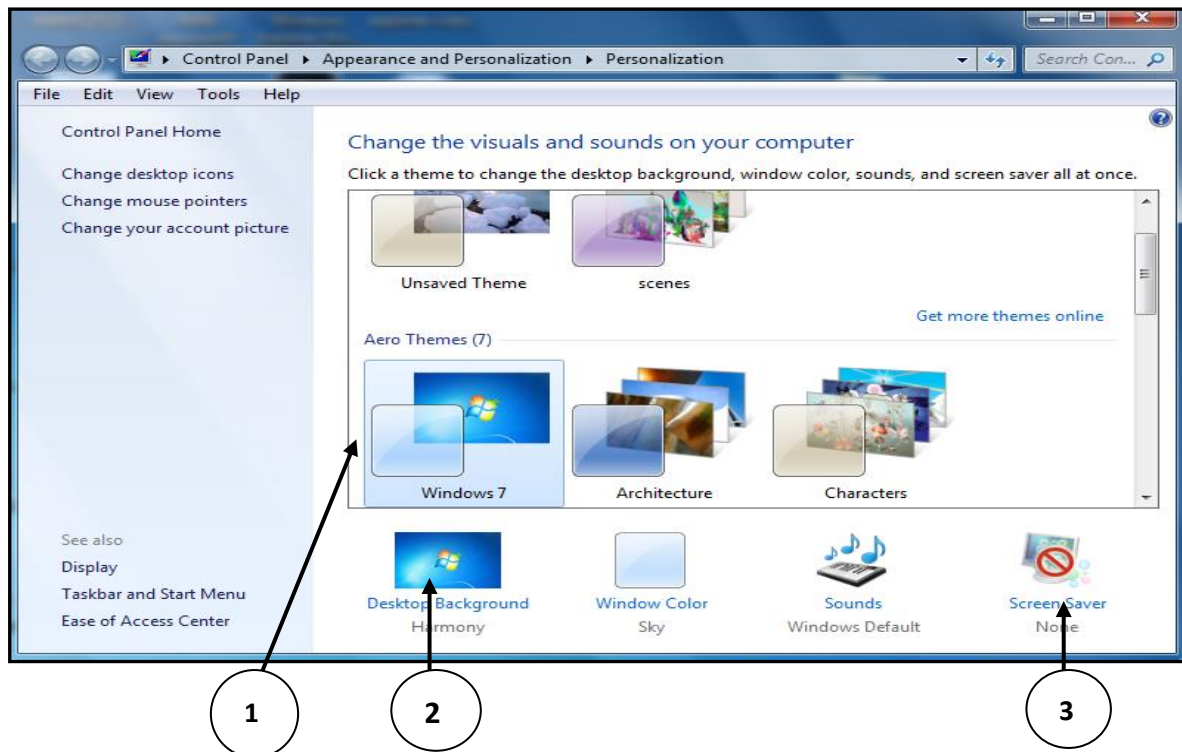
- **Small, Medium, Large and Extra Larger Icons View**
- **Tiles Icons View**
- **List Icons View**
- **Detail Icons View**
- **Content Icons View**

Q:3 What are the options to customize the Desktop in Windows Environment?

Ans: With the help of Personalization dialog box in Windows Environment, we can customize the Desktop. It provides the following options to change the appearance of Desktop:
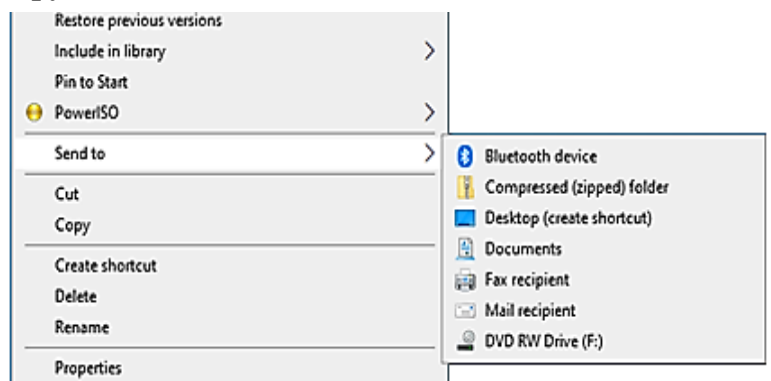
1. **Themes:** It provides a combination of pictures, colours, and sounds on our computer
2. **Desktop Background:** Desktop background primarily consists of wallpaper. A wallpaper can be a Background pattern or a picture which can be changed using this option.
3. **Screen Saver:** A screensaver basically consists of animated images. Screensavers were originally designed to help prevent phosphorus coating of older monitors from being burned.

Q:4 How can we Copy items using 'send to' option?

Ans: "Send to" option is an easy way to send/copy one or more items to some new location. To use this option, perform the following steps:

1. Select the item that we want to copy
2. Right click on the item, it will show a shortcut/properties menu.
3. Click on the "Send to" option from this menu. Now a submenu will appear showing the different location for sending the selected items, click on the desired location.

Q:5 Write about Screen Saver.

Ans: A Screen Saver is a software program. It gets activated when computer system is not used for a specified duration of time. A screensaver basically consists of animated images. Screensavers were originally designed to help prevent phosphorus coating of older monitors from being burned