

# EXERCISE

## Q1. Fill in the blanks

1. GUI stands for Graphical User Interface.
2. The capability of an operating system to load multiple programs into memory at one time is called multitasking.
3. With plug and play a computer can automatically detect and configure a device.
4. Multiple actions can be performed on a registered file type.
5. Extended partition refers to a portion of a disk that can contain other partitions.
6. A multi-user operating system allows multiple users to perform multiple tasks at the same time.
7. Windows explorer offers many actions that can be performed on files and folders.
8. Windows maintain a print queue for all printing jobs.
9. All deleted items are stored in recycle bin.
10. The disk management utility gives you a graphical interface.
11. Operating system (OS) is a set of computer programs that manage the hardware and software resources of a computer.
12. Operating System manages the hardware resources (processor, memory, disk space etc) of the system.
13. Operating System manages the software resources (application programs, utilities etc) of the system.
14. Operating System provides a user interface.
15. Operating System provides the facility to use the hardware without knowing its detail.
16. The work area of a windows operating system is called desktop.
17. My Computer is a special icon on the desktop. It shows all the disks installed in a computer.
18. Recycle Bin is a temporary storage for files and folders that have been deleted.
19. A recycle bin allowing the user to browse deleted files, undelete those that were deleted by mistake, or delete them permanently.
20. My Documents is the name of a special folder is the default storage location for a lot of application programs.

21. Windows Explorer is an application that provides detailed information about your files, folders, and drives.
22. Windows Explorer can be used to see how your files are organized and to copy, move, and rename files, as well as perform other tasks pertaining to files, folders, and drives.
23. Internet Explorer is a web browser. It is used to browse different web sites.
24. Window is a rectangular box. It is a resizable object.
25. Control Panel is a part of the Microsoft Windows which allows users to view and manipulate basic system settings and controls, such as adding hardware, adding and removing software, controlling user accounts, and changing accessibility options.
26. Performing more than one task at the same time is called multitasking.
27. The ability to manage more than one microprocessor is called the multiprocessing.
28. A multi-user operating system allows more than one user to use it at the same time.
29. Plug and Play refers to the capability to attach a device with a computer and start to use it.
30. Disk management is a process of organizing the disks attached to a computer system.
31. Primary Partition is used as a system partition. Files required to boot a system are located on this partition.
32. A maximum of four primary partitions can be created on a hard disk.
33. Primary partitions can be created only on basic disks and cannot be further partitioned.
34. Extended Partition is a partition that can contain further partitions.
35. Disk management utility provides a graphical interface to view and manage disks and their partitions.
36. Windows Explorer works as a file manager for the Windows operating system.
37. Windows maintains a print queue to control printing jobs.
38. Print queue shows the documents that are waiting to be printed.