

Chapter 2 Using Windows

Answer keys

- A.** 1. Screen Saver 2. Files 3. Inactive window
4. Windows Explorer 5. Personalization 6. Notepad

- B.** 1. False 2. True 3. True 4. False 5. True

- C.** 1. WINDOWS 2. FILE 3. FOLDER
4. NOTEPAD 5. CALCULATOR 6. DESKTOP

D. Not included in the exam

- E.** 1. Primary name: It is the first name of a file. It can be any name given by the user.

Secondary name: It is the extension of the file like .docx, .bmp, .xlsx, etc. It is given by the program where it is created. It may vary with the application used.

2. Start button allows you to access your computer programs and configure Microsoft Windows easily by accessing the Start menu.

3. **Not included in the exam**

4. Copying the file keeps the file in the source location as well as in the destination location. While in moving, the file is removed from the source location and is put in the destination location.

5. **Not included in the exam**