**E- Support and Learning Material / Session 2020-2021**

**PAKISTAN SCHOOL, M/O EDUCATION, KINGDOM OF BAHRAIN**

**Subject: Computer**

 **Grade: 3**

**Book: OXFORD KEYBOARD Book-3 (Third Edition)**

**FIRST TERM NOTES**

**Chapter 1 (Topic 3: - Types of Operating System) Week 2**

**OBJECTIVE**

The student should be able to:

* **Identify** the types of Operating system
1. Single-User Operating system
2. Multi-User Operating system
* **Describe** the differences between single-user and multi-user operating system.

**Q1.Fill in the blanks:-**

**1.** There are**\_two\_\_** types of operating systems.

**2.\_\_ Single-User\_\_** operating system are generally used at home.

**3. \_\_Multi-User\_\_\_** operating system are used in office and big organizations.

**Q2. True and False:-**

1. Single-useroperating system are used in big organizations. **\_\_ False\_\_**
2. Multi-user operating system are used in office. **\_True\_\_**
3. There are four types of operating systems.**\_\_ False\_\_**

**Q3. Classify the following Operating system as single-user or multi-user operating system.**

MS-DOC, UNIX, Windows 8, Linux, Window NT, Windows 2012, MacOS, Windows XP

|  |  |
| --- | --- |
| **Single-user operating system** | **Multi-user operating system** |
| MS DOCWindow 8MacOS Window XP  | UNIX Window NTLinux Windows 2012 |

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**Chapter 1 (Topic 4: - Desktop and Icons)**

**OBJECTIVE**

The student should be able to:

* **define**the terms of Desktop and Icons.
* **Identify** different icons on the Desktop.
* **Describe** the differences between files and folders.

**Q1. Fill in the blanks:-**

1. A **\_\_folder\_\_\_** is used to store a group of files.
2. Small pictures on the desktop are called **\_\_Icons\_\_\_.**
3. The first screen that appears on the monitor is called **\_\_desktop\_\_.**
4. The background screen of the desktop is **\_wallpaper\_\_.**
5. A **\_File**\_\_ store words, pictures or numbers.

**Q2. Name the following icons present on your Desktop:-**





 **\_ My Computer\_**  \_\_\_**Control Panel**\_





**\_\_\_Network\_\_ \_\_\_Recycle Bin**

**Q3. Answer the following:-**

1. **Describe the properties of a desktop?**

**Ans:** The screen on the monitor is called the desktop, the computer user double-clicks the icons to open the file, folder, or program.

**2. What is an Icon?**

Ans: The small pictures that represent files, folders, and programs are called icons.

**3. Why is it important to have different files and folders?**

**Ans:** It is important to have different files and folders in order to stay organized; otherwise, you will lose a lot of information. Also you will have to spend much time looking for those files and folders. Good organization skills can save time and reduce stress.

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