

KING FAHD UNIVERSITY OF PETROLEUM & MINERALS
Accounting & MIS Department

MIS105- Introduction to Computer Applications

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Lab Homework – Week#1

Instructions:

- The following questions are supposed to be answered after following proper practical implementations of the concept in any Windows environment (2000/ Millennium/ 95/ 98)
- The homework should be done on a Microsoft Word printed document. No hand written work will be accepted.
- The deadline for submission is the next lab, we meet (i.e. Lab#2).

Windows Desktop Environment

Q1. Explain the functions of the following in Windows. Support your answer with a practical example.

1. Start Button
2. Task Bar
3. Recycle Bin
4. My Computer

Hint:

A sample answer is given below. Try to follow the same pattern.

Start Button is used to select programs from a Start Menu.

For example, to start Microsoft Word, the following steps will be needed. (Note: Try to emphasize the main actions/ name of options etc. in your answer).

1. Press **Start Button**
2. Select **Programs**.
3. If Microsoft Word name is not shown on the menu, press the **down arrow button** » to see the complete menu.
4. Select **Microsoft Word** and make a **left click**.

How to Command a computer in Windows?

Q2. Give some examples of Drag & Drop Mouse activity in Windows. You can make use of it in any Window's Application like Windows Explorer, Microsoft Word etc.

Q3. What are Command Shortcuts? Explain their benefits over the use of mouse.

Q4. Why we need to use double click? Give some examples.

Q5. The use of right click will result in what?

A Window in Windows

Q6. Why every application/ program which you run appears in a different window? If this is not the case, what could happen? Explain your answer.

Q7. What are the main functions you can perform with a normal application window (as there are some applications whose windows have some options disabled)?

Q8. Open the program Calculator (Start/ Programs/ Accessories/ Calculator). What window activity(ies) is (are) disabled?

Q9. By using what technique, you can automatically arrange your multiple windows running on your desktop? Explain it with an example of having 5 applications window running on your desktop.

Introducing Drives, Files & Folders

Q10. Explain the concept of folders in details. What happen if there will not be any folder available but only the disk as a whole?

Q11. Open your “My Computer” and check for how many disk drives you are having on your system.

Q12. What is the difference between file copy & file move? Explain it with an example.

Q13. While deleting a folder having 3 files, is it essential to delete the files completely before deleting the folder? Explain after testing it on your system.

Q14. How can we copy a file from hard disk to floppy disk?

Q15. What could be possible reasons that file could not be copied on a floppy?