

## Assignment

**Class: 4      Sub: Computer      Chapter: 2**

**Continue with chapter two in your computer copy:**

Q.1) Describe the steps required for setting the date and time in Windows 7.

*(Page No.22, Q.4)*

Ans: Steps to change Date:

- i) Click the date and time showing on the notification area.
- ii) The **Date and Time** dialogue box appears, click the **Change date and time setting** option.
- iii) Select the date from the displayed calendar and click **OK**.

Steps to change time:

- i) To change the hour, select the hour in the text box located below the clock. Similarly, you can change the minute and seconds.
- ii) Click **OK**. The Date and Time of the system will change accordingly.

*(Ref: Page No.18-19)*

**2. Fill in the blanks:                      (Page No.20, Qu. A)**

***(To be done in the book itself)***

1. Ans: Taskbar
2. Ans: Quick Launch Bar
3. Ans: Notification
4. Ans: Application Icons
5. Ans: Personalize
6. Ans: Shortcut