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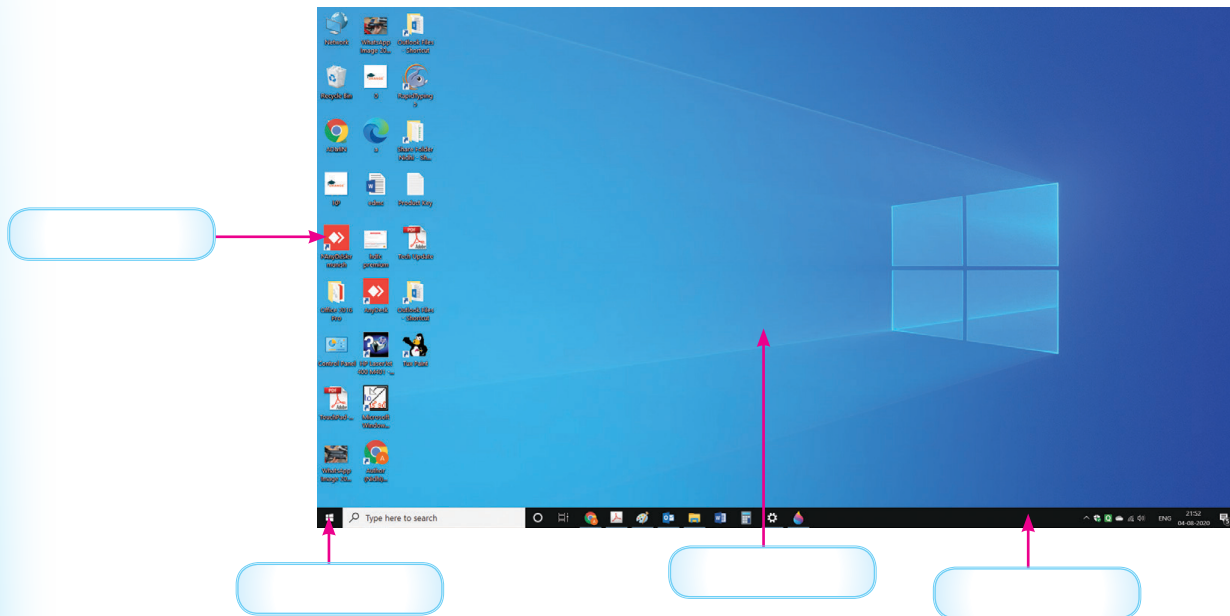
Class: Section:

Date:

MANAGING FILES AND FOLDERS IN WINDOWS 10

Chapter-2

A. Label the components of Windows 10 desktop.



B. Fill in the blanks using the hints given below:

Hints: Ctrl + V, Download, Ctrl, pictures

- folder is used to store files downloaded from the internet.
- folder is used to store images.
- Shortcut key to paste a folder or file is
- We can select multiple files by pressing key.

C. Write 'T' for true and 'F' for false.

- We cannot rename a file.
- We cannot create a folder inside another folder.
- Windows mobile software is used to play and organise digital media files.
- Rename means to change the current name of the file or folder to a new name.