

Name: .....

Roll No: .....

Class: ..... Section: .....

Date: .....

## WINDOWS 7

### Chapter-3

#### A. Label the following icons:



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

**Hints:** downloads, recycle bin, clipboard, rename

1. Cutting a file moves it from the original location to a temporary location called .....
2. To rename a file, click the ..... option from the drop-down list.
3. Once a file or folder is deleted from the ....., it cannot be restored.
4. .... folder is used to store the files that are downloaded from the internet.

#### C. Number the steps to delete or file or folder from your PC.

- ☐ Right-click on the file/folder you want to restore.
- ☐ Click on Restore to restore the selected file or folder.
- ☐ Double-click the Recycle Bin icon on the desktop.
- ☐ The Recycle Bin window will appear, displaying all the files you have deleted.

Grade:



Teacher's Signature: .....