

Name:

Roll No:

Class: Section:

Date:

FILE MANAGEMENT—ORGANISATION OF FOLDERS

Chapter-6

A. Write the steps to save file with new name.

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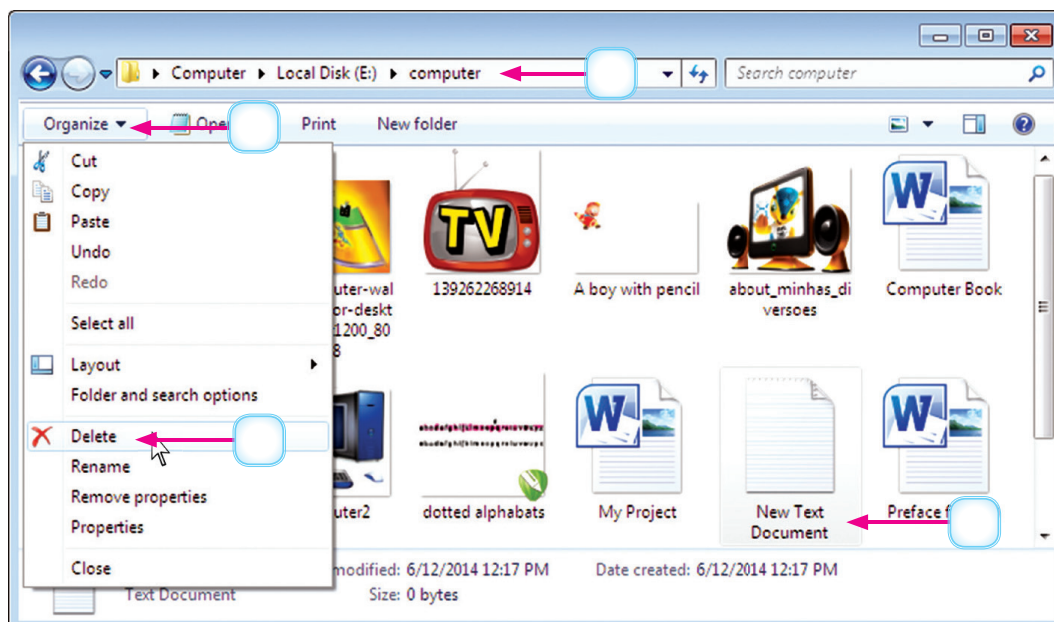
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B. Label the steps to delete a folder.



C. Answer the following questions:

1. What is folder?

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2. What is the shortcut key to open a file?

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Grade: ☆ ☆ ☆ ☆ ☆

Teacher's Signature: