

Worksheet

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Name:

Roll No: Class: Section:

Date:

WINDOWS 10-ADVANCED FEATURES

Chapter-1

A. Tick (✓) the correct option.

- All the work we do is stored in the computer in the form of
 a. Folders ☐ b. Files ☐ c. Sub-Folders ☐
- Several tabs such as File, Home, Share, and View are present on
 a. Navigation Pane ☐ b. Ribbon ☐ c. Address Bar ☐
- Temporary Windows files can be deleted using
 a. File Explorer ☐ b. Control Panel ☐ c. Disk Cleanup ☐
- Used to adjust the visual effects of the computer.
 a. Hardware & Sound ☐
 b. Appearance & Personalization ☐
 c. Clock & Region ☐

B. Fill in the blanks using the given words.

- A is a location for organising our files. (Document/Folder)
- is the Personal Digital Assistant in Windows 10. (Siri/Cortana)
- can be used to quickly jump between libraries and folders. (Navigation Pane/Ribbon)
- is used to control and modify many features of Windows 10 on the computer. (File Explorer/Control Panel)

C. Answer in one word.

- Additional folders inside a folder are called?
- Name any one component of File Explorer.
- Pictures from digital camera, or scanner, or internet gets stored in this folder.
- Which key is used to select multiple files in Windows 10?