

Worksheet

2

Name:

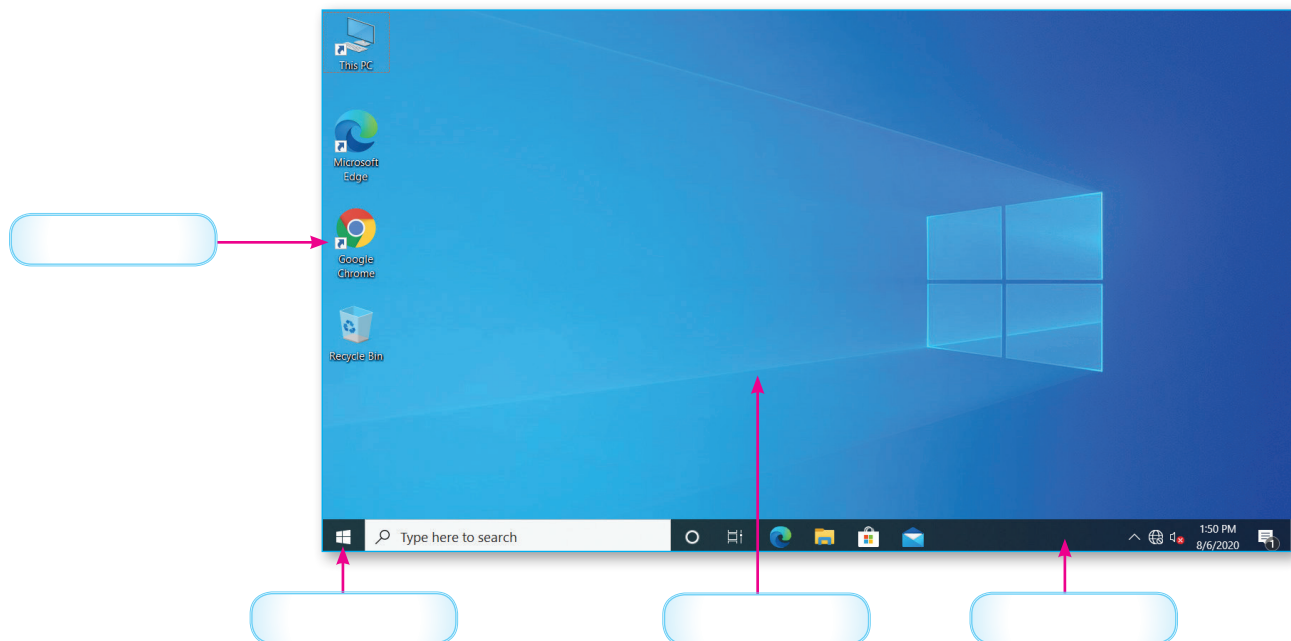
Roll No: Class: Section:

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

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

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

1. We cannot rename a file.
2. We cannot create a folder inside another folder.
3. Windows mobile software is used to play and organise digital media files.
4. Rename means to change the name of file.