

Worksheet

2

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.