

Worksheet

2

Name:

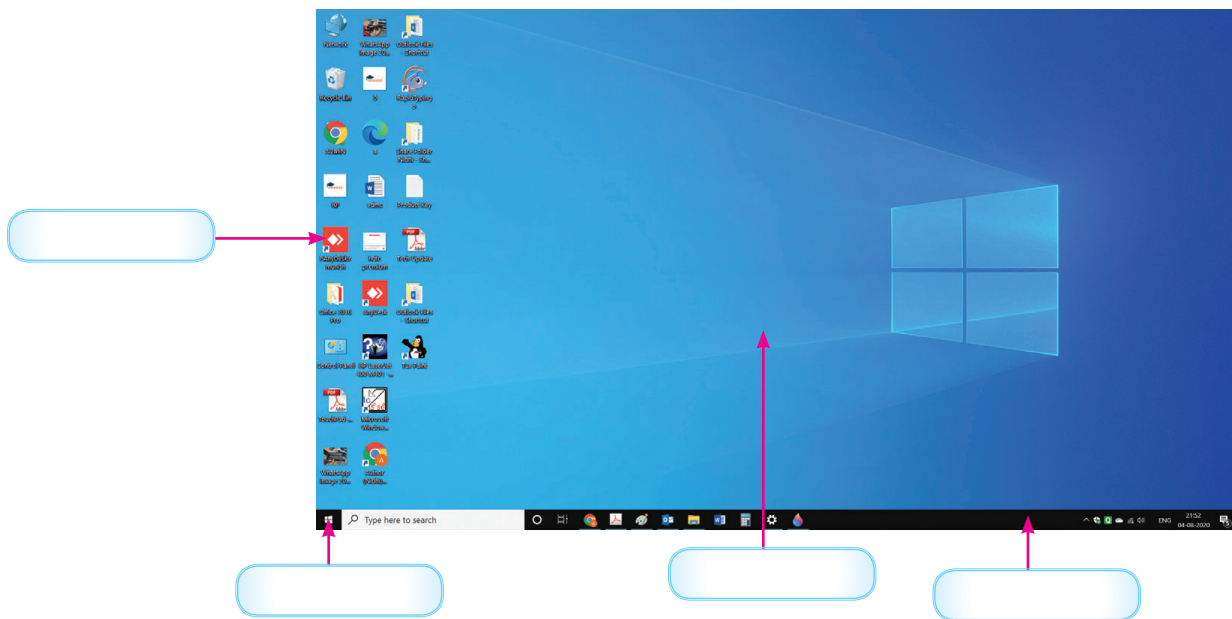
Roll No: Class: Section:

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, Icons, Ctrl, pictures

1. are small images or symbols with names that represent programs, folders or files.
2. folder is used to store images.
3. Shortcut key to paste a folder or file is
4. 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 current name of the file or folder to a new name.