

Worksheet

Name:
Roll No: Class: Section:
Date:

MANAGING FILES AND FOLDERS IN WINDOWS 10

Chapter-2

A. Guess who am I?

1. I am a GUI based operating system.
2. I am the shortcut of the applications.
3. I am the collection of files.
4. I keep all the deleted files and folders.

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
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. We can not restore deleted files or folders from the Recycle Bin.
4. Rename means to change the name of file.