

9. Windows 10 searches only the documents. _____
10. Changing the name of file/ folder is coping. _____

Q-3 Fill in the blank.

- _____ helps to manage the files according to their name, size etc.
- _____ is a collection of data and information.
- A group of files save together under a common name is called a _____.
- A _____ is a rectangular area used to display the contents of an application or folder.
- A folder in a computer is represented by an _____.
- A _____ is a route to reach a particular folder or file in the drives.
- _____ indicate the location of any file or folder on Hard-drive.
- Whenever you create or save a file, by default it stored in _____ folder.
- Whenever you download any file from internet, it is stored in _____ folder.
- _____ gives you free online storage for all your personal files.
- Whenever you delete any file or folder, it goes into _____.
- When you _____ a file, the file will get removed from its original location and appear in the new location.

Q-4 Identify the picture.

	
	
	
	
	

Q-5 Write the Shortcut keys for the following commands.

Cut		To open File Explorer	
Copy		To open a new File Explorer Window	
Paste		To close File Explorer Window	
Rename		To select the address bar	
Create a new folder		To navigate to the Search field	
Delete file/folder		To open Content menu	

