

## Chapter- 2

# MANAGING FILES AND FOLDERS

**WORKSHEET****1. Who am I?**

- a. I am a feature which provides a quick method to open any application or software..

**Ans:** \_\_\_\_\_

- b. I am an option used to change the name of the file or folder.

**Ans:** \_\_\_\_\_

- c. I am Small pictures on the desktop

**Ans:** \_\_\_\_\_

- d. I am related information stored together.

**Ans:** \_\_\_\_\_

**2. Answer the following**

- a) What is a file explorer?

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- b) Write any two features of windows 10.

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- c) What is Cortana? What is Context menu?

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