

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?

b) Write any two features of windows 10.

c) What is Cortana? What is Context menu?
