

# Managing Files and Folders



## Chapter-2

### Worksheet

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

Ans Shortcut

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

Ans Rename

c) I am small pictures on the desktop.

Ans Icon

d) I am related information stored together.

Ans file

2) Answer the following.

a) What is a file explorer?

Ans File Explorer is an application that displays detailed information about files, folders, and drives.

b) Write any two features of windows 10.

Ans Attractive and easy to use.

→ Improved start menu.

- c) What is Cortana? What is context menu?
- Ans Windows 10 has a refined and powerful search tool "called" Cortana.
- The menu ~~which~~ which appears when you right click on the desktop away from the icon called context.