

## 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: Shortcut icon

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: Icons

d. I am related information stored together.

Ans: File

## 2. Answer the following

a) What is a file explorer?

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

b) Write any two features of windows 10.

The two features of windows 10 are -  
Windows Store, Search tool - Cortana.

c) What is Cortana? What is Context menu?

Windows 10 has a refined and powerful search tool, which is called Cortana. When we right click on any icon, a pop-

up menu appears, which is called the Context Menu.