

Computer worksheet

Managing Files and Folders

1. 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) ~~File explorer~~ File explorer is an application used by the Windows OS to locate or browse folders and files.

3) ~~Search tool~~ Search tool - Cortana!

Windows 10 has a refined and powerful search tool 'Cortana' which allows you to search information on the system or on web.

Support multiple desktop.

Windows 10 has a new 'Task view' button on the task bar which provides the ability to open multiple desktops at the same time.

c) ~~Windows 10~~ Windows 10 has a refined and powerful search tool 'Cortana' which allows you to search information on the system or on web.

The menu which appears when you right click on the desktop or any icon from the icons called Context menu or Pop-up menu or shortcut menu.