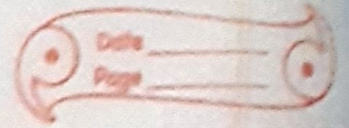


Worksheet Nov-2  
Managing Files and  
Folders



Q Who am I ?

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

Ans Shortcut

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

Ans Rename

Q I am small pictures on the desktop

Ans Icon

Date \_\_\_\_\_  
Page \_\_\_\_\_

Q I am related information stored together.

Ans File

Q Answer the following

Q What is a file explorer?

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

Q Write any two features of windows 10.

Two features of windows 10 are:

Q Window Mapping

Q Windows Store

Q What is Cortana ? What is context menu ?

Windows 10 has a refined and powerful search tool called 'Cortana'. It allows to search for information on the system or on the web directly.

The right-click on any icon, a pop-up menu appears, which is called the context menu.