

Worksheet

Sub - Computer

Managing files and Folders

1. Who am I?

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

DATE						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

c. I am small pictures on the ~~desktop~~ desktop.

Ans: Icons

d. I am ~~related~~ related information stored together. Ans: Files

2. a) Ans:

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

b) Ans: • Windows 10 has a very attractive transparent look with blue highlighting features.

25

145 - 220
WK - 22

MAY // WEDNESDAY

MAY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

• The New Start menu of Windows 10 gives you quick access to apps and services.

Q. Ans: • Windows 10 has a refined and powerful search tool called Cortana.

• When you right-click on any icon a pop-up menu appears which is called the Context Menu.