

FILES AND FOLDERS

CHAPTER 2

FILL IN THE BLANKS:

1. After turning on the computer the first thing we see on the monitor is Desktop.
2. The small pictures representing files, folders or any application on the screen are called Icons .
3. The bar at the bottom of the screen that shows open applications, start button, notification area etc. is called Taskbar.
4. Start button on the taskbar is used to open the Start menu.
5. Notification area is located on the right side of the taskbar that shows notifications and system icons, clock, calendar etc.
6. The task view feature helps us to manage multiple open applications.
7. File Explorer is used to access, view, and handle all files stored in the computer.
8. This PC option in the File Explorer lets us view and manage all the drives and devices connected to our computer.
9. Files can be described as a set of data and information stored in our computer.
10. Folders can be described as a container to store files.
11. To rename a file or folder select the F2 function button on the keyboard.
12. After deleting any file or folder the item usually goes into the recycle bin.

Some shortcut keys:

1. Copy – Ctrl + C
2. Cut – Ctrl + X
3. Paste – Ctrl + V

Answer the following Questions.

Q1. What is the main purpose of creating folders on our computer?

Ans: The main purpose of creating folders in our computer is to store and arrange related files and folder in our computer.

Q2. What is the difference between file and folder?

Ans: Files can be described as a set of related data and information that is stored in a secondary storage device whereas Folders can be described as containers to store files.

Q3. What is the function of the task view feature in windows 11?

Ans: The task view feature helps us to manage multiple opened applications and create virtual desktops for better organization.

Q4: How can we open File Explorer without using a mouse?

Ans: We can open file explorer by pressing the WINDOWS KEY + E on the keyboard.

Q5: Explain what the context menu is and how it is useful?

Ans: The context menu gives us various options such as Open, Rename, Copy, Move and Delete, and allowing us to perform tasks quickly