

## WINDOWS 7: Working with files & folders

CLASS: 4

CHAPTER: 1

B. Fill in the blanks:

1. The extension of a file name is called...**secondary**...name.
2. Shortcut key to create a new folder is....**Ctrl+shift+N**.....
3. A file, that has been deleted by mistake, can be restored from..**Recycle bin**.....
- 4...**Ctrl+X**....shortcut key can be used to cut a file or folder.
5. When we delete a file, the.....**delete**.....file dialog box appears to confirm the deletion.

C. Answer the following question:

1. What is a file?

Ans 1- A file is a collection of related information. It is a collection of data stored on a storage device.

2. What is a folder?

Ans 2- A folder is a place where a collection of files or data are stored.

3. Write the shortcut key for opening the computer window.

Ans 3- Window+E

4. What is the use of the F2 function key?

Ans 4- The use of F2 function key to rename a file or folder.