## Worksheet 1( <mark>solved</mark> )

## Chapter 3 :MANAGING  FILES AND  FOLDERS  IN WINDOWS 10

1. A folder within a folder is called a **subfolder**  .
2. Every file is identified by its **file name**  .
3. **File Explorer** is a program that lets you view , create, copy, move, rename, delete and search files and folders easily.
4. File Explorer was previously named as **windows explorer** in Windows 7.
5. **Search box** lets you quickly search files and folders, in the current folder.
6. The **navigator bar** helps to move to the previously opened folder and back to the current folder.
7. The **copy and paste** option helps to create an extra duplicate copy of a file or a folder.
8. The **cut and paste**  command help you to move a file or a folder, to a different location.
9. A file is a collection of **data** using a name.
10. A **folder** is used for storing and organising related files and folders.