Worksheet 2(<mark>Unsolved</mark>)

Chapter 3 :MANAGING FILES AND FOLDERS IN WINDOWS 10

11. A file or folder when **deleted** goes into the _____ .

12. _____ is the shortcut key for **renaming** any file or folder.

13. You can quickly **search** folders or files using the _____ .

14. The **DELETE** option is present under   _____ tab .

15. To **Paste** any file or folder the shortcut key is _____ .

16. The **Address bar** is present under _____ window .

17. The shortcut to **delete** any file permanently _____ .

18. **Ctrl + D** move the _____ files to _____ .

19. _____ button helps to **restore back** the file or folder to its original location .

20. The shortcut for **copying** any file or folder _____ .

21. To **change** the location of file or folder we use _____ options.

22. The **Ribbon** of the file explorer window has _____ tabs.

23. **New folder** option present under _____ tab .

24. The **File Explorer window** can also be opened by pressing the _____ on the keyboard .