

SATISH CHANDRA MEMORIAL SCHOOL

SESSION - 2020-2021

SUBJECT-COMPUTER SCIENCE

Worksheet 2(**solved**)

Chapter 3 :MANAGING FILES AND FOLDERS IN WINDOWS 10

11. A file or folder when **deleted** goes into the recycle bin.
12. **F2** is the shortcut key for **renaming** any file or folder.
13. You can quickly **search** folders or files using the search box .
14. The **DELETE** option is present under Home tab .
15. To **Paste** any file or folder the shortcut key is Ctrl + V .
16. The **Address bar** is present under file explorer window .
17. The shortcut to **delete** any file permanently Shift + Delete .
18. **Ctrl + D** move the deleted files to recycle bin.
19. Restore button helps to **restore back** the file or folder to its original location .
20. The shortcut for **copying** any file or folder Ctrl+ C.
21. To **change** the location of file or folder we use Cut options.
22. The **Ribbon** of the file explorer window has 4 tabs.
23. **New folder** option present under Home tab .
24. The **File Explorer window** can also be opened by pressing the windows logo key +E on the keyboard .

