

ANSWER KEY :

Practice Zone

1. To change the location of a file , Choose the **Cut & Paste** options .
2. To delete a file or folder , you press the **Delete** key on the keyboard .
3. The option to create a new folder is present on the **Home** tab of File Explorer .
4. The deleted file or folders can be restored from the **Recycle Bin** .
5. The **F2** key can be pressed to rename a file or folder .

Assessment Zone

- A. 1. (d) all of these .
2. (c) A file can store only text .
3. (d) Search files or folders .

B. 1. ×

2. ×

3. ✓

4. ×

5. ×

C. 1. **folder** .

2 . **file** .

3. **Recycle Bin** .

4. **This PC** .

5. **Cut and Paste** .