

MONTH: June

CHAPTER - 2

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WORKING WITH FILES AND FOLDERS

D. Answer the following questions

1. Explain any two features of windows 11.

ans Windows 11 allows users to run Android applications on their windows. It includes the feature of multiple desktops to help keep your work organised.

2. What is a ShortCut icon?

ans. A shortcut icon provides an easy and quick method to open any application or software that you use frequently.

3. Define file Explorer.

ans File Explorer is an application that displays detailed information about files, folders and drives.

4. Differentiate between a file and folder?

ans	File	Folder
	A file is a collection of related information like documents, images, Videos etc.	Folder is a container that can hold multiple files and sub-folders. It uses to organize and manages files on a computer.

E. Competency based - Questions.

1. Karishma has created a number of files for her desktop. She wants to keep all the relevant project files in a folder, but has forgotten the way to create a new folder. Help her create a new folder.

ans. Right-click on the blank area of the desktop, click New option and select Folder option.

2. Ajay has created a folder for his Science project and saved it on his computer. But now he wants to rename it. Help him to do so.

ans Right-click on the folder. Click show more options and select Rename option.