

Features of file management

Chapter -7

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1 Fill in the blanks to delete a folder :

Right click on the folder that has to be deleted.

A shortcut menu appears.

Select Delete option.

Or select the folder to be deleted.

Press the delete key from the keyboard .

2 .Match the following to complete the task in MS Word:

- a .To copy a folder -ctrl + c
- b. To cut a folder-ctrl + x
- c. To Paste a folder- Ctrl + v
- d. To Rename a folder -F2

3 .What do you mean by File management?

Ans. The arrangement of files in the form of folders is know as file Management.

4.what is folder?

Ans.Folders refer to a container on the desktop that stores files or links to different sub folders and files.

Extra questions

5. what is Tampering?

And Tampering means destroying or editing anyone's data through unauthorized way .

6. what are files?

And. In computer Files are used to keep our important data or informations.