

To be done in the book itself:

Fill in the blanks: (Page No. 80, Q. No. A)

1. Ans: Sub-folder
2. Ans: Ctrl
3. Ans: Copying
4. Ans: Shift
5. Ans: Moving

State True or False: (Page No. 80, Q. No. B)

1. Ans: False
2. Ans: True
3. Ans: False
4. Ans: True
5. Ans: False

Multiple Choice Questions: (Page No. 81, Q. No. D)

1. Ans: Application
2. Ans: Restore all items
3. Ans: Ctrl
4. Ans: Ctrl

Continue with your computer copy (New Page):

Q.1) What is a folder and how can it be created? (Page No. 81, Q. No.1)

Ans: A folder is used like a cabinet or a container that stores files and folders in it.

Steps to create a folder on the desktop:

- i) Right-click on the blank area of the desktop.
- ii) A Shortcut menu appears.
- iii) Place the pointer on the New option.
- iv) Click on Folder option.

Q.2) Differentiate between copying and moving a file/folder.

Ans: Copying a file/folder means to create a duplicate copy of the selected file/folder. In this option the original file/folder can still be found in its old location.

Moving a file/folder means shifting it from its original location to another location.