

DE NOBILI SCHOOL DIGWADIH

Assignment: 7th

Class: 4 Subject: Computer

Extra Questions from Chapter: 8

Note: Start with a new page.

Q.1) Write down the steps to delete a file/folder.

Answer: Steps to delete file/folder:

- i) Right-click on the file/folder you want to delete.
- ii) Click the Delete option from the Context menu.
- iii) A message box appears to confirm deletion.
- iv) Click Yes to confirm.

Q.2) Write steps to move a file/folder from one location to another.

Answer: Steps to move a file/folder:

- i) Right-click on the file/folder you want to move.
- ii) Click the Cut option from the Context menu.
- iii) Select the location where you want to move the file/folder.
- iv) Right-click and click the Paste option from the context menu.

Q.3) Write steps to copy a file/folder.

Answer: Steps to copy a file/folder:

- i) Right-click on the file/folder you want to copy.
- ii) Click Copy option from the context menu.
- iii) Select the location where you want to keep the copied file/folder.
- iv) Right-click and click the Paste option from the Context menu.

Q.4) Write steps to restore a deleted file/folder.

Answer: Steps to restore a deleted file/folder.

- i) Open the Recycle Bin folder.
- ii) Right-click on file/folder you want to restore.
- iii) Click the Restore option from the Context menu.

Note: You are allowed to follow the steps given in the book(Chapter-8) to complete the task.