

B.R.S.S.SEC. SCHOOL

SUB - COMPUTER

CLASS - IV

L-2 Files and Folders in Windows - 7

- A folder is a container where files can be stored. A folder can also store other folders. A folder with another folder is called a sub folder.
- When you work in any applications and save your work, you save files.
- Windows Explorer is a very important file managing application.
- Files of different application have different icons.
- The navigation pane on the left allows us to browse through different parts of the computer.
- **Shortcut Keys**
 - 1) COPY = Ctrl + C
 - 2) CUT = Ctrl + X
 - 3) PASTE = Ctrl + V
 - 4) Window Explorer = Win + E
 - 5) PRINT = Ctrl + P
 - 6) ALLSELECT = Ctrl + A

Chapter Revision

A. Write True or False.

1. Folders are used to store files in folder. _____
2. All the files in a computer have the same icons. _____
3. Windows Explorer is a very important file for managing application. _____
4. We can use the navigation pane to browser through different parts of the computer. _____

B. Write the Shortcuts Keys.

1. Windows Explorer: _____
2. Cut: _____
3. Copy: _____
4. Paste: _____