

Answer the following questions.

1) What is a file?

Ans – A file is a collection of data or information.

2) What is a folder?

Ans – A folder can contain one or more files.

3) Write the components of the file explorer.

Ans – Ribbon, navigation pane ,details pane are the components of file explorer.

4) Where the deleted file store?

Ans - Deleted files are store in the recycle bin.

5) Write the use of file explorer.

Ans – File explorer allows us to acess , edit , manage and organised files and folder.

6) Write the shortcut case for the following.

1) Cut – ctrl + x

2) Copy – ctrl + c

3) Paste – ctrl + v