



Student name Class.....

Computer basics

Fill in the Blanks

compress

extract

rename

delete

zip

Right- Click

File Explorer

details

- 1- To save space, you can ----- a folder into a ----- file.
- 2- If you want to check the files inside a compressed folder, you need to ----- the contents.
- 3- To change the name of a file, ----- on it and select the ----- options.
- 4- You can open ----- to view, move, or ----- files on your computer.
- 5- To access more information about your files, such as their size or type, use the ----- view in File Explorer.