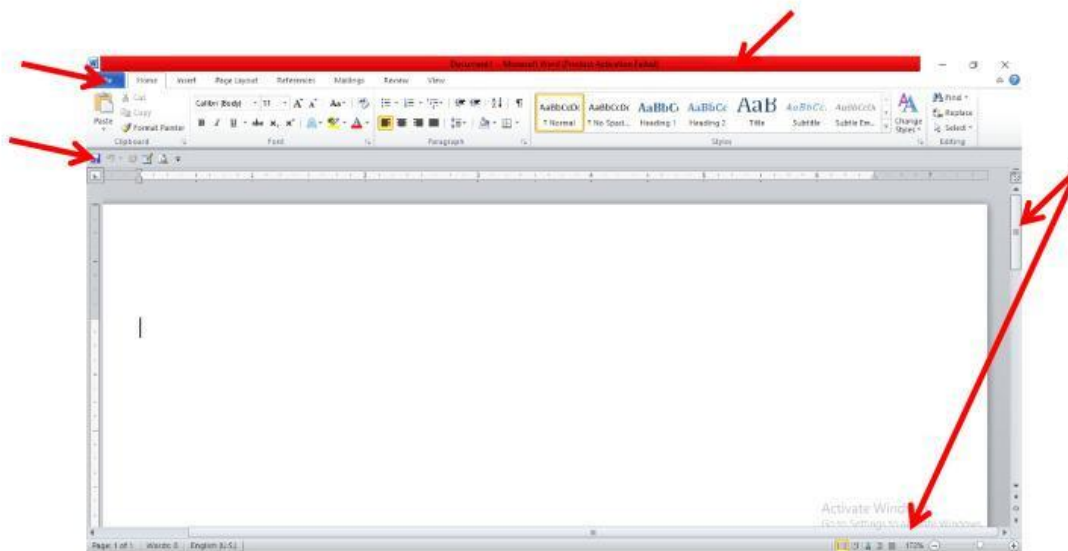


## Operating System & File Management System

1) Operating System is a

2) Example of Operating System,

3) Naming Working Window



Menu bar

Scroll bar

Tool bar

Title bar

4) Match the correct answer

a) Ctrl + c

Copy the all document

b) Ctrl + a

Select the all document

c) Ctrl + v

Paste the copied document

d) Ctrl + n

Open the new worksheet