

## Chapter-2

### **Windows 10: File and Folder**

#### **Section A: Multiple Choice Questions**

1. **What is the primary interface with the computer in Windows 10?**

- ☐ a) Taskbar
- ☐ b) Desktop
- ☐ c) Recycle Bin
- ☐ d) Start Menu

2. **Which of the following is NOT a feature of Live Tiles?**

- ☐ a) They display weather and news.
- ☐ b) They can be resized.
- ☐ c) They cannot be removed.
- ☐ d) They show frequently updated information.

3. **What does the "This PC" icon represent?**

- ☐ a) A folder for deleted files.
- ☐ b) A shortcut to the Recycle Bin.
- ☐ c) A file explorer to manage files and folders.
- ☐ d) A tool to resize tiles.

4. **Which key do you hold down to select multiple files or folders?**

- ☐ a) Shift
- ☐ b) Alt

- c) Ctrl
- d) Tab

5. **Where do deleted files and folders go in Windows 10?**

- a) Start Menu
- b) Taskbar
- c) Recycle Bin
- d) This PC

**Section B: Fill in the Blanks**

1. The \_\_\_\_\_ is a horizontal bar at the bottom of the desktop that helps manage open programs.
2. To create a new folder, right-click on the desktop and select the \_\_\_\_\_ option.
3. The \_\_\_\_\_ is where deleted files and folders are stored temporarily.
4. To permanently delete all files in the Recycle Bin, click on the \_\_\_\_\_ button.
5. The \_\_\_\_\_ icon allows you to manage files and folders on your computer.

**Section C: True or False**

1. **True or False:** Live Tiles can display real-time information like weather and news.
2. **True or False:** You cannot resize or remove tiles from the Start Menu.
3. **True or False:** The Recycle Bin can restore deleted files to their original location.
4. **True or False:** The Taskbar can be moved to any side of the screen.
5. **True or False:** A folder is a collection of related files.