Practise the following concepts

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| Shortcut:  Make a new folder shortcut on your desktop, name the folder My Holiday, make a screenshot and paste it in this open space |  |
| Screenshot:  Open Windows Explorer, open my documnets and sort your files according to size. Make a screenshot and paste it into this open space |  |
| Zip file: Find the folder Holiday, zip the folder, make a screenshot of this page and paste it into this open space |  |
| Unzip the folder:  Find the Holiday2.zip folder and Unzip this folder, again make a screenshot and paste it in this open space |  |