

? solution ?

1. Delete Folder and Recover:

- Task: Delete a folder named "Documents" from your desktop and then recover it.
- Steps:
 1. Locate the "Documents" folder on your desktop.
 2. Right-click on the folder and select "Delete" from the menu.
 3. Open the Recycle Bin and find the deleted folder.
 4. Right-click on the folder and select "Restore" to recover it back to its original location.

2. Permanent Delete:

- Task: Create a file name "important.txt" on your desktop and permanently delete it

😊 hint: after selecting use shift key + delete key on your keyboard

- Steps:
 1. Locate the "Important.txt" file on your desktop.
 2. hold shift key + delete key on your keyboard

3. Move File from One Directory to Another Directory

- Task: Move a file named "Report.docx" by creating it first in the Documents folder. And from the "Documents" folder to the "Music" folder .

- Steps:
 1. Open the "Documents" folder on your desktop.
 2. create "Report.docx" file.
 3. Right-click on the file and select "Cut".
 4. Navigate to the "Music" directory.
 5. Right-click in the folder and select "Paste" to move the file into it.

4. Download Image:

- Task: Download an image of a flower from Google and save it to your desktop.

- Steps:

1. Open a web browser and navigate to a website for the image.
2. Find the desired image and right-click on it.
3. Select "Save Image As..." or "Save Picture As..." from the context menu.
4. Choose the location as Desktop and click "Save".

5. Download PDF:

- Task: Download a PDF document on a topic of your choice and save it to your "Documents" folder.

- Steps:

1. Go to a website offering PDF documents or search for a PDF using a search engine.
2. Find the desired PDF document and click on its download link.
3. When prompted, select "Save As" and choose the location as your "Documents" folder.
4. Click "Save" to download the PDF to the specified location.