Primary six works

1. What is a file?
2. Give the steps for creating a file
3. What is a folder?
4. Give the steps for creating for creating a folder
5. Give the steps for selecting multiple files\folder that are groups together.
6. Give the steps for selecting multiple files\folder that are not groups together.
7. Give the steps for restoring a file from the recycle bin.
8. Give the for renaming a file
9. Type the story given below:

The Fox and the Stork

A selfish fox once invited a stork to dinner at his home and for a joke put nothing before her but some soup in a very shallow dish. The fox could easily lap this up, but the Stork could only wet the end of her long bill in it, and stayed hungry.

"I am sorry that the soup is not to your liking," said the fox with a sly smile.

"Oh, please do not apologize," said the Stork. "I hope you will return this visit, and come and dine with me too sometime." So a day was appointed when the Fox should visit the Stork

Exercise:

i) Create a folder with your name on the desktop and save your work in

ii) Copy the folder and rename it fair copy

iii) Open the fair copy and edit the work according to the given instruction.

- Change the font type to comic sans and font colure to dark blue.
- Align the texts to justify (ctrl+J)/ control **J**
- Identify the nouns and underline, change its font colure to red and bolded.
- Choose a different name for your work but not the same one as the folder name.