Kirti shukla BCA 1C **INDEX**

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| **S.NO.** | **Task** | | **Page No.** | **Date** | **Signature** |
| **1** | To explore Windows Explorer functionalities like Create,  Rename, Move, Delete folder and files etc. | | 1-3 | 15/12/2021 |  |
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**Q1. To explore Windows Explorer functionalities like create, rename, move, delete folder and files etc.**

default name “New folder”.

**A1.**

**1**

**. Create**

**folder**



Navigate

to the

location

where

you

where you want to place the new

folder.





Right

-

click

and

select

**New.**

****



Select

**Folder.**

****



The

folder

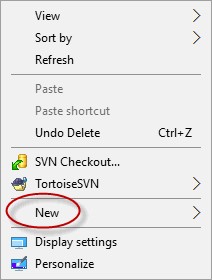
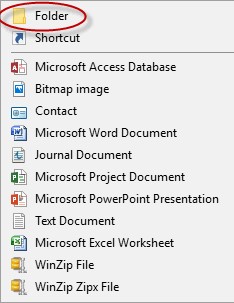
will

be

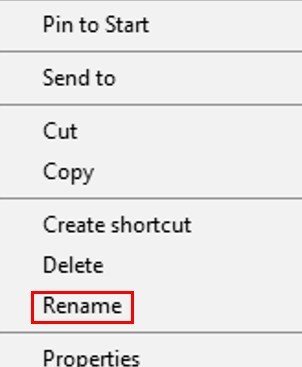
displayed,

with

the

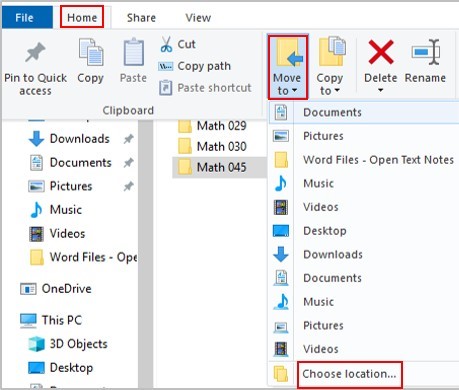
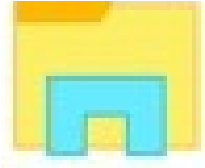


**2. Rename Folders/Files**

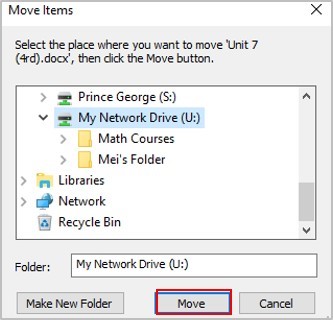


* Click **File Explorer** icon. 
* Go to the location where stores your file or folder.
* Right click the name of the file or folder you wish to rename.
* Click **Rename** (on the menu that opens up).
* Type a new name for the file and press Enter.

**3.Move Folders/Files**

* Click **File Explorer** icon. 
* Go to the location where stores your file or folder (hard drive, USB, etc.).
* Click the name of the file or folder you wish to move.
* Click the **Home** tab at the top (on the

ribbon).

**3.** Click the **Move to** button.

* 1. Click **Choose Location** (if you don!t find the right spot on the drop-down menu).
  2. Go to the location you want to move for this folder.
  3. Click **Move**.

**4.Delete Folders/Files**

* Click **File Explorer** icon. 
* Go to the location where stores your file or folder.
* Click the name of the file or folder you wish to delete.
* Press the **delete** key (on the keyboard) or right click the file or folder and click **Delete**. 