**BASIC COMPUTER OPERATIONS**

Q. 37. What is a file?

Ans. A file is the storage unit in a computer, and all programs and data are "written" into a file and "read" from a file.

Q. 38. What is a folder?

Ans. A folder holds one or more files, and a folder can be empty until it is filled. A folder can also contain other folders, and there can be many levels of folders within folders. Folders within a folder are technically known as "subfolders".

Q. 39. Differentiate between a file and a folder.

Ans. **The** basic **difference between the** two is that **files** store data, while **folders** store **files** and other **folders**. **The folders**, often referred to as **directories**, are used to organize **files** on your computer. **The folders** themselves take up virtually no space on **the** hard drive.

Q. 40. What is the difference between moving and copying a file?

Ans. Copying means that the original stays where it is, and you have a new copy of those **files** and **folders** in the destination. The end result is two copies of the same **files/folders**, but in **different** locations.

When you move **files** and **folders**, the originals are moved to the destination, so that you still only have one copy of those **files/folders**.

Q. 41. Write the steps to

(i) create a new folder.

Ans. Right click where you want to create a new folder. Select **New** **Folder** from the shortcut menu.

(ii) create a new file.

Ans. Right click where you want to create a new file. In the Shortcut menu, click **New** and select the type of the file.

(iii) rename a folder or a file.

Ans. Right-click the file or the folder. select **Rename** option.

(iv) delete a file.

Ans. Right-click and select **Delete** option from the **Shortcut menu**.

(v) copy a file or a folder.

Ans. Right-click the file or the folder you want to copy. Select **Copy** option from the **Shortcut** menu. Select the drive or the folder where you want to make a copy. Right-click and select **Paste** option from the Shortcut menu.

(vi) move a file or a folder.

Ans. Right-click the file or the folder you want to copy. Select **Cut** option from the **Shortcut** menu. Select the drive or the folder where you want to make a copy. Right-click and select **Paste** option from the Shortcut menu.

(vii) permanently delete a file.

Ans. Select the file and press shift+Delete to permanently delete the file.

(viii) empty Recycle Bin.

Ans. Right-click the **Recycle Bin** icon and then click **Empty Recycle Bin**.

(ix) restore a file or folder from recycle bin.

Ans. To recover a file from the **Recycle Bin,** right-click the file, and then click **Restore**.