

# Skills

## in computer

### New

Create a new file or folder.



### copy

Placing a duplicate copy on the clipboard which is a temporary location on PC without removing it from original location.



### cut

Removing the object from its original location to another location.



### Paste

After copy or cut use the (paste) function to move the object to a new location.



### Rename

Refer to the altering name of a file or folder.

