

(Space for Answer)

XII Actual Procedure followed:

i) Create a folder with my name on the desktop and apply operation to perform following tasks:

a) Copy the file which is initially created and saved at a default location into the newly created folder.

b) Rename the File. c) Rename the Folder.

d) Delete the file initially created at default location

e) Move the folder to a default/different location other than desktop.

XIII Resources used:

i) A computer or laptop which has WORD 2007 software

XIV Precautions followed:

i) Handle computer or laptop with care.

ii) Remember the renamed File or Folder created.

XV Result

i) If I delete the file from default location it will go to Recycle Bin.

ii) Once I rename my file it will be easier to find next time.

iii) And then you can move the folder to other IMP folder created.

XVI Interpretation of Result:

i) Next time I will find my folder it will be easily available for me.

XVII Conclusion and Recommendation:

i) It will be very less time consuming.



## Practical Related Questions.

Q1) Explain the ways to delete a file.

Answer: 1) Right click and select delete option.

2) Press Delete option given on keyboard.

3) Shift-Delete press given on keyboard.

Q2) How can we restore the deleted file? Explain?

Answer: 1) We can restore the deleted file using Recycle Bin.

Explanation: Go to recycle bin and a right click pop-up and click 'RESTORE'.

Q3) What will happen if you create a file with the same name which already exist?

Answer: 1) If you create a file with same name, a pop-up. It will show that rename or replace. 2) If you rename it, you can change the name. 3) And there is also one more option 'stay and add' in this the name remains same but (1) get added in 2<sup>nd</sup> file.