

**National Institute of Open Schooling**  
**Senior Secondary Course : Data Entry Operations**  
**Lesson 2: Operating System**  
**Worksheet - 2**

1. Create a new folder named as “**Worksheet**” and create a new folder inside it.
2. Ritvik wants to copy one of the file from his computer to the newly created folder named as “**My folder**”. Help him with the steps he has to follow for doing the task.
3. Jahnvi is organizing the files and assignments for her public examination. She was trying to move the files in the folder named as **Public Examination**. Mention the steps to be followed for moving the files to the particular folder.
4. Pranav is interested in using image editing software GIMP. He wants to install this software in his personal computer. Help him to achieve this task.
5. How will you change system settings in Windows? Also mention a suitable example.
6. Write the steps to install a new software in Windows?
7. Shruti wants to know the Hierarchical list of Files, Folders and Storage devices of her computer. Suggest her the steps to view the Files and Folders with details.
8. Renu installed one software on his computer, an extra software also got installed automatically. Now she wants to remove the extra software. How can she remove the software?
9. Raj was suppose to submit a file to her teacher. Before submission, he wants to rename the file. Mention the steps he has to follow.
10. Varun has duplicate copy of some files. He wants to delete the duplicate files. How can he do so?