

Name: _____

Date: _____

Everything about File Management

H A I R G Q B C M V A P Q R Y J G B O J X J D Q
X F F T N E M E G A N A M T F I S U K D P G U E
J I Z N R Q K Z R R P P O M N C E G K W T S M E
B F E G X C R Q L Z J Z T N R T Q U Z G P D J B
L Y Z M C R O K Z L H S S R E D L O F B U S F N
A A O M H E O W Q E D E T L A R Q T C Q A I U E
U N U J J T O S H G J W E O U H F C N Y L Z G W
K C F S U U V R F O K D P Y R P H K V E N S N F
A N Z R U P U B B E F X B U S A B B S U U Y I O
F Z V E E M F O L D E R N A M E G O C X H Y K L
Q L Q C U O A E O W F O L D E R S E R M R E C D
E U S Y S C J T A E L W Q V J Q C O B X U D I E
V X O C E R L X G H R O Y J X L E Q U S O M L R
V H I L V T T G W Q P O T K S E D T N B N N C M
F P R E B R A S T N E M U C O D Y M I V T Q E Z
K W O B F O S E I Z P V C U Z G K C O Z A H L M
X E J I L E X Y R W S E L H H V T H B W Y K B W
J L R N E E W O C C X J I J K I S X J T S O U Q
L X B O F N V F N V Q O C G L T B I R Y E Q O I
H L N Z T B D K M H X Y K B D D U T Q E L S D O
Y P H Y F S T P Q U L O I T N U J Y I E E K V B
G S K Q Y V E A S B P F N R G E T X B U C I H J
Z G I C N O I R V J J S G W U L P G X E T Q M T
F V S X O R G A N I Z I N G H U O O B J I O I I

Double Clicking
New Folder
Clicking
Restore
Delete

My Documents
Organizing
Computer
Folders
Files

Recycle Bin
Management
Storage
Select
Open

Folder Name
Subfolders
Desktop
Create