



WORKSHEET - 10

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SUBJECT – COMPUTER WORKSHOP

Q. what is restoring ? How deleted files and folders can be restored ?

Deleting and Restoring Files and Folders

When you organize the contents of a folder, disk, or the desktop, you might find files and folders that you no longer need. You can delete these items or remove them permanently. If you delete a file or folder from the desktop or from the hard disk, it goes into the Recycle Bin. The **Recycle Bin**, located on your desktop, is a temporary storage area for deleted files. The Recycle Bin stores all the items you delete from your hard disk so that if you accidentally delete an item, you can remove it from the Recycle Bin to restore it. Be aware that if you delete a file from a removable disk or use the Permanently delete command, it is permanently deleted, not stored in the Recycle Bin. The files in the Recycle Bin do occupy room on your PC computer, so you need to empty it to free up space..

◆ Delete Files and Folders

- In the desktop, click or tap the **File Explorer** button on the taskbar.
- Select the files and folders you want to delete.
- Click or tap the **Delete** button arrow on the Home tab, and then click **Recycle** or **Permanently delete**.
- If prompted, click or tap **Yes** to confirm the deletion and place the items in the Recycle Bin.
- **Enable delete confirmation.** Click or tap the **Delete** button arrow on the Home tab, and then click or tap **Show recycle confirmation**.
- In the desktop, right-click or tap-hold the **Recycle Bin** icon, and then click or tap **Empty Recycle Bin**

◆ Restore Files and Folders

- In the desktop, double-click or double-tap the **Recycle Bin** icon on the desktop.
- Select the item or items you want to restore.
- Click or tap the **Restore this item** or **Restore all items** button on the Manage tab.
- **Empty Recycle Bin.** Click or tap the **Empty Recycle Bin** button on the Manage tab, and then click or tap **Yes** to confirm.

Did You Know?

You can undo a deletion. If you accidentally delete a file, click or tap the Undo button on the Quick Access toolbar. Windows remembers your last three actions.

You can't open a deleted folder and restore selected items. When you've deleted a folder, you have to restore the entire folder.

For Your Information: Changing Recycle Bin Properties

You can adjust several Recycle Bin settings by using the Properties option on the Recycle Bin shortcut menu or the Recycle Bin properties button on the Manage tab in the Recycle Bin window. For example, if you want to delete files immediately rather than place them in the Recycle Bin, right-click or tap-hold the Recycle Bin, click or tap Properties, and then select the Don't Move Files To The Recycle Bin check box. Also, if you find that the Recycle Bin is full and cannot accept any more files, you can increase the amount of disk space allotted to the Recycle Bin by increasing the Maximum size (MB) amount.



LEARNING OUTCOMES

1. Apply coding skills to solve application based problems on competitive platforms such as Hacker Rank/ Hacker Earth/Code Chef.
2. Understand the basic concept and structure of computer hardware
3. Identify the existing configuration of the computers and peripherals.
4. Installing and uninstalling multiple operating systems on a machine.
5. Apply their knowledge about computer peripherals to identify /rectify problems on-board.

EVALUATION COLUMN (To be filled by concerned faculty only)

Sr. No.	Parameters	Maximum Marks	Marks Obtained
1.	Worksheet Completion including writing learning objective/ Outcome	10	
2.	Post Lab Quiz Result	5	
3.	Student engagement in Simulation/ Performance/ Pre Lab Questions	5	
4.	Total Marks	20	