

- **Investigate the Windows operating system, and then perform the following functions: Investigate the OS's features by visiting the 'Preferences' sections of your OS setting. Open a new folder.**
  1. Create a file and store the file in the previously created folder.
  2. Rename the folder that you create.
  3. Rename the file you created.
  4. Check the properties of the newly opened folder and the file.
  5. Investigate the features that OS offers by visiting the 'Preferences' sections of your OS setting:

**To access the preferences section in Windows, follow these steps:**

- Click on the Start menu button.
- Click on the gear icon on the left-hand side of the Start menu to open the Settings app.
- In the Settings app, you will find various sections for different preferences, such as System, Devices, Network & Internet, Personalization, and more. Click on the section you want to explore to see the options available.

**Open a new folder:**

To open a new folder in Windows, follow these steps:

- Right-click on the desktop or any folder where you want to create a new folder.
- Select "New" from the context menu.
- Click on "Folder" from the sub-menu that appears.
- A new folder will be created with the default name "New Folder."

### **Create a file and store the file in the previously created folder:**

To create a file and store it in a folder, follow these steps:

- Open the folder where you want to create the file.
- Right-click in the folder and select "New" from the context menu.
- Select the type of file you want to create, such as a text document or a Microsoft Word file.
- Give the file a name and press Enter.
- The file will be created and saved in the folder you selected.

### **Rename the folder that you create:**

To rename a folder in Windows, follow these steps:

- Right-click on the folder you want to rename.
- Select "Rename" from the context menu.
- Type the new name for the folder and press Enter.

### **Rename the file you created:**

To rename a file in Windows, follow these steps:

- Right-click on the file you want to rename.
- Select "Rename" from the context menu.
- Type the new name for the file and press Enter.

4. Check the properties of the newly opened folder and the file:

**To check the properties of a folder or file in Windows, follow these steps:**

- Right-click on the folder or file you want to view the properties for.
- Select "Properties" from the context menu.
- The properties window will open, displaying information about the folder or file, such as its size, location, and permissions. You can also see details about when the folder or file was created and last modified and any other attributes.