

Name:

Roll No:

Class: Section:

Date:

WORKSHEET**1****WINDOWS 7****Chapter-3****A. Tick (✓) the correct option.**

1. Collection of related information is called
a. file b. folder c. icon
2. The deleted files are stored in the
a. Documents b. Desktop c. Recycle Bin
3. is a file manager that organises files and folders.
a. Internet Explorer
b. Windows Explorer
c. None

B. Write 'T' for True and 'F' for False.

1. Files once deleted, cannot be recovered.
2. A folder within a folder is called a subfolder.
3. When you copy a file, the file will not remain in its original location.
4. A folder is like a file cabinet in which you can keep your files.

C. Fill in the blanks using the words given below.**Hints:** downloads, recycle bin, clipboard, rename

1. Cutting a file moves it from the original location to a temporary location called
2. To rename a file, click the option from the drop-down list.
3. Once a file or folder is deleted from the , it cannot be restored.
4. folder is used to store the files that are downloaded from the internet.