

Name: .....

Roll No: .....

Class: ..... Section: .....

Date: .....

**WORKSHEET****2****WINDOWS 7****Chapter-3****A. Tick (✓) the correct option.**

1. Which option is used to open Windows Explorer?
  - a. Start → All Programs → Accessories → Windows Explorer
  - b. Start → Accessories → Windows Explorer
  - c. Start → All Programs → Windows Explorer
2. A file in a computer is represented by a/an ..... .
  - a. shortcut
  - b. icon
  - c. folder
3. Which of the following folders is used to store audio files?
  - a. Music
  - b. Videos
  - c. Pictures

**B. Fill in the blanks using the words given below.****Hints:** Ctrl + V, Downloads, Ctrl, pictures

1. .... folder is used to store files downloaded from the internet.
2. .... folder is used to store images.
3. Shortcut key to paste a folder or file is .....
3. We can select multiple files by pressing ..... key.

**C. Write 'T' for True and 'F' for False.**

1. We cannot rename a file. ....
2. We cannot create a folder inside another folder. ....
3. Windows Mobile software is used to play and organise digital Media files. ....
4. Jump list takes us to the frequently used documents. ....