

Name: .....

Roll No: .....

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

Date: .....

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

1. A file in a computer is represented by an ..... .  
a. icon                      b. shortcut                      c. none
2. A ..... contains a collection of related information.  
a. file                      b. folder                      c. document
3. Files/Folders are organised in ..... .  
a. Windows Explorer                      b. Document  
c. Recycle Bin
4. The deleted files go into ..... .  
a. Documents              b. Downloads              c. Recycle Bin

**B. Fill in the blanks using the words given below.****Hints:** folder, Windows Explorer, Downloads, subfolder

1. .... folder is used to store the files downloaded from the internet.
2. A ..... is like a file cabinet in which you can keep your files.
3. A folder within a folder is called a ..... .
4. .... is a file manager that organises files and folders in your computer.

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

1. All the data in a computer is stored in the form of files and folders. ....
2. Once a file/folder is deleted from the Recycle Bin, it cannot be restored. ....
3. Shortcut key to copy a folder is Ctrl+V. ....
4. Jump list takes us to the frequently used documents. ....