Name: ....   Roll No: ....

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

WORSHEET   **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.   ....