

Name: .....

Roll No: .....

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

Date: .....

## WORKSHEET

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## 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, Download, 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. ....