

Name:

Roll No:

Class: Section:

Date:

BUILDING ON FILES & FOLDERS

Chapter-2

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. None

☐

c. Windows Explorer

☐

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 hints 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.