



	Computer Textbook Series WORKSHEET 1	ORANGE™
	WINDOWS 7	Chapter-3
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. Which of these is a file manager that organises files and	I folders?
	a. Internet Explorer b. Windows Explorer	c. None
В.	Label the main components of the Windows Explorer.	
	Computer > 49 Search Computer	<u>ρ</u>
	Organize System properties Uninstall or change a program Map network drive >>	
	Recent Places 3.20 GB free of 11.6 GB	
	Documents D Music D Pictures D Videos Ploppy Disk Drive (A:) DVD RW Drive (D:)	
	P 1 Computer → S Network	
	TEMP1 Workgroup: WORKGROUP Memory: 1.46 GB Processor: Intel(R) Core(TM) 17 CP	
C.	. 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 origi	nal location.

A folder is like a file cabinet in which you can keep your files.



4.