

Name:

Roll No:

Class: Section:

Date:

FILE MANAGEMENT—ORGANISATION OF DATA

Chapter-2

A. Tick (✓) the correct option.

- Which of these is used to replace only a single character while searching?

a. *	☐	b. ?	☐
c. #	☐	d. \$	☐
- Sort by option arranges files alphabetically.

a. Size	☐	b. Name	☐
c. Type	☐	d. All of the above	☐
- Which of these helps operating system to recognize files?

a. File extension	☐	b. File name	☐
c. File content	☐	d. None of these	☐
- Which of these command is used to move data from one drive to another?

a. Cut and Paste	☐	b. Paste	☐
c. Copy and Paste	☐	d. Sort	☐

B. Match the following:

- | | |
|--------------|---|
| 1. MP4 | a. External storage device |
| 2. * | b. Arrange files as per name, size, type and date of modification |
| 3. XLSX | c. Wildcard search |
| 4. Pen drive | d. Format of video file |
| 5. Sort | e. Format of a worksheet |

C. Answer the following questions:

- Give examples of any two file extensions.

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- Write the two types of wildcard characters.

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Grade: ☆ ☆ ☆ ☆ ☆

Teacher's Signature: