

Name:

Roll No:

Class: Section:

Date:

FILE MANAGEMENT—ORGANISATION OF DATA

Chapter-2

A. Write the steps to copy a file or folder from a pen drive to computer.

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B. Write 'T' for true and 'F' for false.

1. We cannot open multiple applications windows side by side.
2. The .mp3 is a file extension of an audio file.
3. We cannot sort files and folder on the basis of their type.
4. We can search a file that we have not saved yet by using the question mark symbol.
5. JPEG stands for Joint Photographic Experts Group.

C. Fill in the blanks using the hints given below:

Hints: sorting, file format, .pptx, asterisk, partitions

1. of a file can be identified through the extension of the file.
2. The arrangement of files as per name, size and type is called as
3. is the extension of the presentation in PowerPoint.
4. Hard disk of a computer is divided into smaller parts called
5. The symbol allows us to search a file in a computer.