

Name: .....

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Date: .....

## MORE ABOUT WINDOWS 10

### Chapter-2

#### A. Tick (✓) the correct option.

- A file in a computer is represented by an .....  
a. icon ☐ b. shortcut ☐ c. none ☐
- Which of these contains a collection of related information?  
a. File ☐ b. Folder ☐ c. Document ☐
- Files/Folders are organised in .....  
a. Windows Explorer ☐ b. Document ☐ c. Recycle Bin ☐
- Where does the deleted files go?  
a. Recycle Bin ☐ b. Downloads ☐ c. Documents ☐

#### B. Fill in the blanks using the hints given below:

**Hints:** folder, Windows Explorer, Downloads, subfolder

- ..... folder is used to store the files downloaded from the internet.
- A ..... is like a file cabinet in which you can keep your files.
- A folder within a folder is called a .....
- ..... is a file manager that organises files and folders in your computer.

#### C. Write 'T' for true and 'F' for false.

- All the data in a computer is stored in the form of files and folders. ....
- Once a file/folder is deleted from the Recycle Bin, it cannot be restored. ....
- Shortcut key to copy a folder is Ctrl+V. ....