

Name:

Roll No:

Class: Section:

Date:

FILE MANAGEMENT—ORGANISATION OF DATA

Chapter-2

A. Tick (✓) the correct option.

1. Which of these is not a wildcard character?

- a. * b. & c. ?

2. Which of these is a collection of related information?

- a. File b. Folder c. Document

3. Files/Folders are organised in

- a. Windows Explorer b. Document c. Recycle Bin

4. The deleted files goes into

- a. Documents b. Downloads c. Recycle Bin

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

Hints: folder, Windows Explorer, Downloads, subfolder

1. folder is used to store the files downloaded from the internet.

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

3. A folder within a folder is called a

4. is a file manager that organises files and folders in your computer.

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

1. All the data in a computer is stored in the form of files and folders.

2. Once a file/folder is deleted from the Recycle Bin, it cannot be restored.

3. Shortcut key to copy a folder is Ctrl+V.