WORKSHEET 1

Name: ....   Roll No: ....

Class: .... Section: ....   Date: ....

ADVANCED FEATURES OF WINDOWS 7   **Chapter-2**

A.   Tick (✓) the correct option.

1.   Which of the following helps us to organise and manage files and folders?

    a.   Windows Explorer ☐   b.   Subfolder ☐   c.   Data ☐

2.   Which of the following views display very large thumbnails of the files and folders?

    a.   Extra Large Icons ☐   b.   Large Icons ☐   c.   Tiles ☐

3.   Which of the following symbols is used to replace only a single character while searching a file or folder?

    a.   * ☐   b.   ? ☐   c.   # ☐

4.   The .... window provides options for different hardware and software settings.

    a.   Control Panel ☐   b.   Fonts ☐   c.   Control ☐

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

1.   Wildcard is a special character which is used to represent one or more characters while searching a file or folder.   ....

2.   Data in a computer can be arranged in the form of files or folders.   ....

3.   Appearance setting is used to install or uninstall programs on the computer.   ....

4.   Asterisk symbol is used to replace a string of characters in the search term.   ....

C.   Answer the following questions:

1.   What is the use of the Windows Explorer window?

    ....

2.   Which category of the Control Panel window is used to add new font into the computer?

    ....

3.   Write the names of wildcard characters used to find a file or folder.

    ....

Grade: ☆ ☆ ☆ ☆ ☆   Teacher's Signature: ....