

Name: .....

Roll No: .....

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

Date: .....

## ADVANCED FEATURES OF WINDOWS 7

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 is a collection of related information?  
 a. File       b. Folder       c. Document
- Files/Folders are organised in .....  
 a. Windows Explorer       b. Document       c. Recycle Bin
- 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

- ..... 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. ....
- Jump list takes us to the frequently used documents. ....