

Name: .....

Roll No: .....

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

Date: .....

## MANAGING FILES OR FOLDERS IN UBUNTU

### Chapter-3

#### A. Tick (✓) the correct option.

1. Collection of related information is called .....  
 a. file ☐      b. folder ☐      c. icon ☐
2. The deleted files are stored in the .....  
 a. Documents ☐      b. Desktop ☐      c. Trash ☐
3. To deselect the multiple files or folders hold down the ..... key and click the file.  
 a. Ctrl ☐      b. Alt ☐      c. Tab ☐

#### B. Write the keyboard shortcut for the following:

1. To copy a file .....
2. To Paste a file .....
3. To cut a file .....
4. To delete a file .....
5. To rename a file .....

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

1. Files once deleted, cannot be recovered. ....
2. A folder within a folder is called a subfolder. ....
3. When you copy a file, the file will not remain in its original location. ....
4. A folder is like a file cabinet in which you can keep your files. ....