

Name: .....

Roll No: .....

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

Date: .....

## FILE MANAGEMENT—AN INTRODUCTION

Chapter-7

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

**Hints:** saving, work, software, open

1. Ctrl + O is the shortcut key to ..... a file.
2. Storing ..... on computer on any storage device is called .....
3. Each ..... creates a file of its own type.

### B. Name the storage devices used to :

1. Store cloths & toys

2. Store food & milk

3. Store files

4. Store lunch box & plastic case

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

1. We cannot store our drawings, letters and stories on a computer. ....
2. When we save our work for the first time, a new file is created. ....
3. Storing work on computer on any storage device is called saving. ....
4. Save option is located in the Edit tab. ....

### D. Answer the following questions:

1. How can we open an already saved file on our computer?

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2. How can we save a file at a different location?

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