

Name:

Roll No:

Class: Section:

Date:

FEATURES OF FILE MANAGEMENT

Chapter-8

A. Tick (✓) the correct option.

1. What is the collection of related information called?

a. file ☐ b. folder ☐ c. icon ☐

2. The deleted files are stored in the

a. Documents ☐ b. Desktop ☐ c. Recycle Bin ☐

3. Which of these is a file manager that organises files and folders?

a. Internet Explorer ☐ b. Windows Explorer ☐ c. None ☐

4. A file in a computer is represented by a/an

a. shortcut ☐ b. icon ☐ c. folder ☐

5. Which of the following folders is used to store audio files?

a. Music ☐ b. Videos ☐ c. Pictures ☐

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

Hints: Ctrl + V, Download, Ctrl, pictures

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

2. folder is used to store images.

3. Shortcut key to paste a folder or file is

4. We can select multiple files by pressing key.

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

1. We cannot create a folder inside another folder.

2. Windows Mobile software is used to play and organise digital Media files.

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