

Name: .....

Roll No: .....

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

Date: .....

## FILE MANAGEMENT—AN INTRODUCTION

### Chapter-7

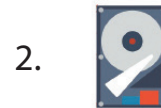
#### A. Number the steps in correct order to open a file.

- ☐ Click Open.
- ☐ Click on Paint button.
- ☐ Select the file icon. You can identify your file with the name you have saved it.
- ☐ Click on Open option.

#### B. Name the following storage devices.



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#### C. Answer the following questions:

1. Why we should save our files?

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2. What is Pen Drive?

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3. What are storage devices?

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Grade: ☆ ☆ ☆ ☆ ☆

Teacher's Signature: .....