

Name:

Roll No:

Class: Section:

Date:

FEATURES OF FILE MANAGEMENT

Chapter-8

A. Tick (✓) the correct option.

1. Which of these folder is used to store all your digital pictures?

a. Pictures

☐

b. Videos

☐

c. Movie

☐

d. None of these

☐

2. Which of the these contains deleted files?

a. Recycle Bin

☐

b. Downloads

☐

c. Both of these

☐

d. None of these

☐

B. Number the steps to create a folder.

☐

Click on Folder option to create a new folder

☐

Open the folder in which you want to create the file.

☐

Right-click in an empty section of the folder. Click on New option.

☐

The new folder will get created in your folder.

☐

Type the name you want to use for the new folder and press the Enter key.

C. Answer the following questions:

1. Write any two points which you need to keep in mind while using Computer.

.....

.....

2. Do you keep your files and folders in an organized way? Why?

.....

.....