

Name: .....

Roll No: .....

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

Date: .....

## MANAGING FILES OR FOLDERS IN UBUNTU

### Chapter-3

#### A. Read the given clues and write the folder name.

1. This folder is used to store Writer files, Calc files, Impress files and other business oriented files. ....
2. This folder is used to store all your digital pictures that can be copied from a camera or downloaded from the Internet. ....
3. This folder is used to store music files, such as songs copied from an audio CD or downloaded from the Internet. ....
4. This folder is used to store videos taken from a digital camera or downloaded from the Internet. ....

#### B. Write steps to create a new folder.

- Step 1 .....
- Step 2 .....
- Step 3 .....

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

1. All the data in a computer is stored in the form of files and folders. ....
2. Once a file/folder is deleted from the Trash, it cannot be restored. ....
3. Shortcut key to copy a folder is Ctrl+V. ....
4. Downloads folder is used to store the files that are downloaded from the Internet. ....
5. A folder is like a placeholder to keep our files. ....