

Worksheet

1

Name:

Roll No: Class: Section:

Date:

MANAGING FILES AND FOLDERS

Chapter-3

A. Tick (✓) the correct option.

- A folder is also known as
 a. File ☐ b. Sub-folder ☐ c. Directory ☐
- Which tiles display information such as weather, news, calendar and email messages?
 a. Start ☐ b. Information ☐ c. Live ☐
- What is the name of the area in right most corner of the taskbar?
 a. Clock ☐ b. Notification ☐ c. Tiles ☐

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

- The right pane of start menu contains the tiles of apps.
- Alt+Shift is used to switch between apps.
- A folder inside a folder is called sub-folder.
- It is not possible to restore a file from Recycle Bin.

C. Match the following.

- | | |
|---------------------|--|
| 1. Task View Button | a. Word File |
| 2. Folder | b. Deleted files are moved here |
| 3. Recycle Bin | c. Allows us to see all application windows together |
| 4. .docx | d. We store files and other sub-folders |