

Worksheet

1

Name:

Roll No: Class: Section:

Date:

MANAGING FILES AND FOLDERS IN WINDOWS 10

Chapter-2

A. Tick (✓) the correct option.

- Collection of related information is called
 a. file ☐ b. folder ☐ c. icon ☐
- The deleted files are stored in the
 a. Documents ☐ b. Desktop ☐ c. Recycle Bin ☐
- You can open File Explorer by clicking on
 a. This PC ☐ b. Recycle Bin ☐ c. Folder ☐

B. Match the following.

- | | |
|---------------|---------------------------------------|
| 1. Live Tiles | a. Collection of files |
| 2. File | b. Display latest information |
| 3. Folder | c. Collection of data and information |
| 4. This PC | d. File Explorer |

C. Identify the given pictures and write their name.

- | | | | |
|--|--|---|--|
| 1.  | 2.  | 3.  | 4.  |
| | | | |

D. Guess who am I?

- I am the manager of a computer.
- I am the shortcut of the applications.
- I am the collection of files.
- I keep all the deleted files and folders.