

Worksheet

Name:

Roll No: Class: Section:

Date:

MANAGING FILES AND FOLDERS IN WINDOWS 10

Chapter-2

A. Tick (✓) the correct option.

- Which of these is the representation of a file in computer?
a. Icon ☐ b. Shortcut ☐ c. None ☐
- Which of these contains a collection of related information?
a. File ☐ b. Folder ☐ c. Document ☐
- Files/Folders are organised in
a. Windows Explorer ☐ b. Document ☐ c. Recycle Bin ☐
- Where does the deleted files go?
a. Documents ☐ b. Downloads ☐ c. Recycle Bin ☐

B. Fill in the blanks using the hints given below:

Hints: folder, Windows Explorer, Downloads, subfolder

- folder is used to store the files downloaded from the internet.
- A is like a file cabinet in which you can keep your files.
- A folder within a folder is called a
- is a file manager that organises files and folders in your computer.

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

- All the data in a computer is stored in the form of files and folders.
- Once a file/folder is deleted from the Recycle Bin, it cannot be restored.
- Shortcut key to copy a folder is Ctrl+V.
- A collection of related files is called Icons.