

# 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. Gadgets ☐
- 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              |