

Worksheet

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Name:

Roll No: Class: Section:

Date:

MANAGING FILES AND FOLDERS

Chapter-3

A. Find the given words in the crossword below.

Live Tile, Restore, Folder, Task View, Recycle Bin

T	Y	J	K	M	B	C	T	U	O	R
M	B	L	I	V	E	T	I	L	E	E
X	C	G	Y	H	J	O	U	T	R	C
X	F	V	B	N	J	F	D	G	H	Y
J	O	T	A	S	K	V	I	E	W	C
N	L	C	G	Y	U	I	O	T	E	L
X	D	V	B	H	J	K	K	Y	D	E
X	E	V	R	E	S	T	O	R	E	B
B	R	N	H	F	G	E	R	T	Y	I
I	I	F	D	Z	X	C	G	H	J	N

B. Answer the following question.

1. How can we rename a folder in Windows 7?

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2. What is the significance of Files in Windows 7?

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3. What are gadgets?

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4. What is the Recycle Bin used for?

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