

# Worksheet

Name: .....  
Roll No: ..... Class: ..... Section: .....  
Date: .....

## MANAGING FILES AND FOLDERS

### Chapter-3

#### A. Fill in the blanks using the hints given below:

**Hints:** Ctrl + V, Download, Ctrl, pictures

1. .... folder is used to store files downloaded from the internet.
2. .... folder is used to store images.
3. Shortcut key to paste a folder or file is .....
4. We can select multiple files by pressing ..... key.

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

1. We cannot rename a file. ....
2. We cannot create a folder inside another folder. ....
3. Windows mobile software is used to play and organise digital media files. ....
4. Rename means to change the current name of the file or folder to a new name. ....

#### C. Match the following.

- |                |                                       |
|----------------|---------------------------------------|
| 1. Start Menu  | a. Collection of files                |
| 2. File        | b. Display all programs               |
| 3. Folder      | c. Collection of data and information |
| 4. My Computer | d. File Explorer                      |

#### D. Write 'T' for true and 'F' for false.

1. I am the manager of a computer. ....
2. I am the shortcut of the applications. ....
3. I am the collection of files. ....
4. I keep all the deleted files and folders. ....