

Worksheet

1

Name:

Roll No: Class: Section:

Date:

MANAGING FILES OR FOLDERS IN UBUNTU

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. Trash ☐
- To deselect the multiple files or folders hold down the key and click the file.
 a. Ctrl ☐ b. Alt ☐ c. Tab ☐

B. Write the keyboard shortcut for the following.

- To copy a file
- To Paste a file
- To cut a file
- To delete a file
- To rename a file

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

- Files once deleted, cannot be recovered.
- A folder within a folder is called a subfolder.
- When you copy a file, the file will not remain in its original location.
- A folder is like a file cabinet in which you can keep your files.