

Worksheet

2

Name:

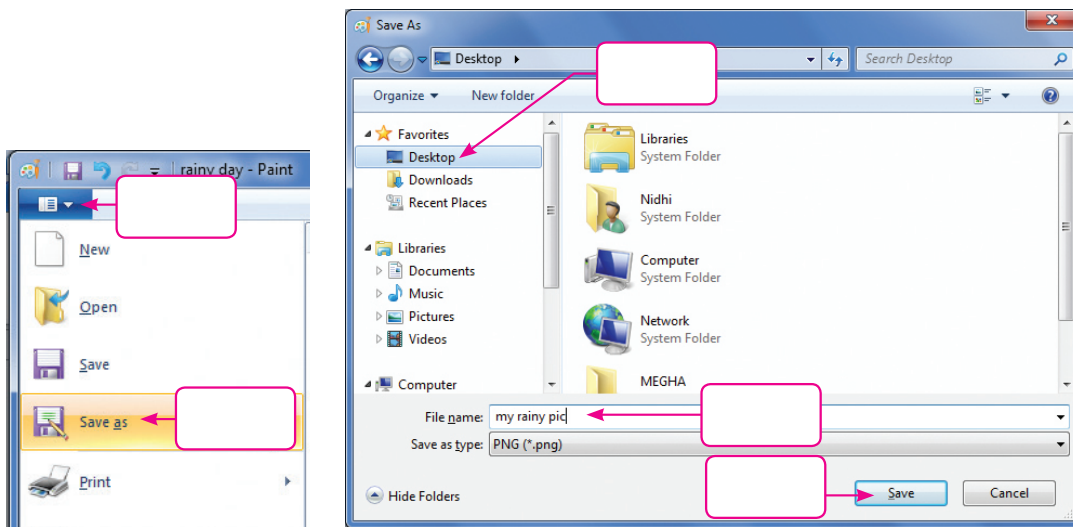
Roll No: Class: Section:

Date:

FILE MANAGEMENT—AN INTRODUCTION

Chapter-7

A. Label the steps to save a file at different location.



B. Tick (✓) the correct option.

1. Under which tab, Save option is available?

a. Edit

☐

b. File

☐

c. View

☐

2. We can store food items at our home inside a

a. Pen drive

☐

b. Refrigerator

☐

c. Memory card

☐

3. We can also store songs, movies and games on

a. School bag

☐

b. Refrigerator

☐

c. Computer

☐

C. Look at the pictures and fill in the missing letters:

1.



M M C R

2.



 A D I

3.



P N V E