

Worksheet

2

Name:

Roll No: Class: Section:

Date:

FILE MANAGEMENT—ORGANISATION OF FOLDERS

Chapter-6

A. Match the following:

1. Document file

a.



2. Spreadsheet file

b.



3. Image file

c.



4. Video file

d.



5. Music file

e.



B. Write the shortcut key:

1. To delete a file

2. To save a file

3. To create a new folder

C. Answer the following questions:

1. What is file?

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2. Write any one purpose of saving a file.

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