

Worksheet

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Name:

Roll No: Class: Section:

Date:

FEATURES OF FILE MANAGEMENT

Chapter-8

A. Tick (✓) the correct option.

- What is the collection of related information called?
a. file ☐ b. folder ☐ c. icon ☐
- The deleted files are stored in the
a. Documents ☐ b. Desktop ☐ c. Recycle Bin ☐
- Which of these is a file manager that organises files and folders?
a. Internet Explorer ☐ b. Windows Explorer ☐ c. None ☐
- A file in a computer is represented by a/an
a. shortcut ☐ b. icon ☐ c. folder ☐
- Which of the following folders is used to store audio files?
a. Music ☐ b. Videos ☐ c. Pictures ☐

B. Fill in the blanks using the words given below:

Hints: Ctrl + V, Download, Ctrl, pictures

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

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

- We cannot create a folder inside another folder.
- Windows Mobile software is used to play and organise digital Media files.
- Jump list takes us to the frequently used documents.