

Worksheet

1

Name:

Roll No: Class: Section:

Date:

FILE MANAGEMENT—ORGANISATION OF DATA

Chapter-2

A. Tick (✓) the correct option.

1. is used to replace a string of characters in the search term.

a. *

☐

b. ?

☐

c. #

☐

d. \$

☐

2. keys are used to move between the open windows.

a. Ctrl + Tab

☐

b. Alt + Tab

☐

c. Shift + Tab

☐

d. None of these

☐

3. The extension of a JPEG file can be

a. .jpeg

☐

b. .jpg

☐

c. .jpe

☐

d. All of the above

☐

4. Which of these command is used to move data from one drive to another?

a. Cut and Paste

☐

b. Paste

☐

c. Copy and Paste

☐

d. Sort

☐

B. Answer the following questions:

1. Name the option used to display all the windows on the screen simultaneously.

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2. Write the steps to sort the files as per their type.

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