

Worksheet

Name:

Roll No: Class: Section:

Date:

FEATURES OF FILE MANAGEMENT

Chapter-8

A. Tick (✓) the correct option.

1. Which of these folder is used to store all your digital pictures?

a. Pictures

☐

b. Videos

☐

c. Movie

☐

d. None of these

☐

2. Which of the these contains deleted files?

a. Recycle Bin

☐

b. Downloads

☐

c. Both of these

☐

d. None of these

☐

B. Number the steps to create a folder.

- ☐ Click on Folder option to create a new folder
- ☐ Open the folder in which you want to create the file.
- ☐ Right-click in an empty section of the folder. Click on New option.
- ☐ The new folder will get created in your folder.
- ☐ Type the name you want to use for the new folder and press the Enter key.

C. Answer the following questions:

1. Write any two points which you need to keep in mind while using Computer.

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2. Do you keep your files and folders in an organized way? Why?

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