

Worksheet

Name:
Roll No: Class: Section:
Date:

FILE MANAGEMENT—ORGANISATION OF DATA

Chapter-2

A. Tick (✓) the correct option.

1. Which of these is not a wildcard character?

- a. * ☐ b. & ☐ c. ? ☐

2. Which of these is a collection of related information?

- a. File ☐ b. Folder ☐ c. Document ☐

3. Files/Folders are organised in

- a. Windows Explorer ☐ b. Document ☐ c. Recycle Bin ☐

4. The deleted files goes into

- a. Documents ☐ b. Downloads ☐ c. Recycle Bin ☐

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

Hints: folder, Windows Explorer, Downloads, subfolder

- folder is used to store the files downloaded from the internet.
- A is like a file cabinet in which you can keep your files.
- A folder within a folder is called a
- is a file manager that organises files and folders in your computer.

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

- All the data in a computer is stored in the form of files and folders.
- Once a file/folder is deleted from the Recycle Bin, it cannot be restored.
- Shortcut key to copy a folder is Ctrl+V.