

# Worksheet

2

Name: .....

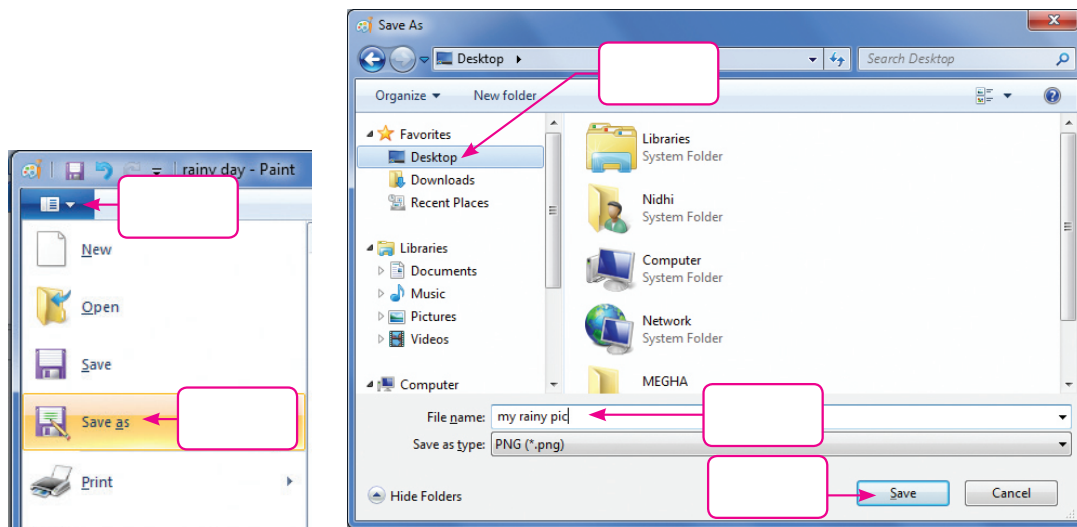
Roll No: ..... Class: ..... Section: .....

Date: .....

## FILE MANAGEMENT—AN INTRODUCTION

### Chapter-7

#### A. Label the steps to save a file at different location.



#### B. Tick (✓) the correct option.

1. Under which tab, Save option is available?

a. Edit

☐

b. File

☐

c. View

☐

2. We can store food items at our home inside a .....

a. Pen drive

☐

b. Refrigerator

☐

c. Memory card

☐

3. We can also store songs, movies and games on .....

a. School bag

☐

b. Refrigerator

☐

c. Computer

☐

#### C. Look at the pictures and fill in the missing letters:

1.



M    M       C    R      

2.



   A    D       I      

3.



P    N       V    E