

# Worksheet

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Name: .....

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

Date: .....

## FILE MANAGEMENT—ORGANISATION OF FOLDERS

### Chapter-6

#### A. Tick (✓) the correct option.

1. What is the collection of related information called?

a. file

☐

b. folder

☐

c. icon

☐

2. The deleted files are stored in the .....

a. Documents

☐

b. Desktop

☐

c. Recycle Bin

☐

3. Which of these is also called file manager that organises files and folders?

a. Internet Explorer

☐

b. Windows Explorer

☐

c. None

☐

#### B. Write 'T' for true and 'F' for false.

1. We can delete a folder by using new option. ....

2. A file in a computer is presented by an icon. ....

3. When you copy a file, the file will not remain in its original location. ....

4. A folder is like a file cabinet in which you can keep your files. ....

#### C. Fill in the blanks using the hints given below:

**Hints:** downloads, recycle bin, clipboard, rename

1. Instead of storing every file in our computer's hard disk, we can arrange them into .....

2. To rename a file, click the ..... option from the drop-down list.

3. Once a file or folder is deleted from the ....., it cannot be restored.

4. .... folder is used to store the files that are downloaded from the internet.