

Worksheet

1

Name:

Roll No: Class: Section:

Date:

WORKING WITH WINDOWS 7

Chapter-2

A. Tick (✓) the correct option.

1. Which of the following option is used to recover a file?

a. Recycle

☐

b. Restore

☐

c. Delete

☐

2. Which folder is used to store the files that are downloaded from Internet?

a. Documents

☐

b. Downloads

☐

c. Subfolder

☐

3. A deleted file goes into

a. Documents

☐

b. Downloads

☐

c. Recycle Bin

☐

B. Identify the below icons and write their names.



1.



2.



3.



4.

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

Hints: Windows Explorer, icon, file, All Programs

1. contains a collection of related information.

2. represents a file in a computer.

3. Steps to open Windows Explorer are Start →
→ Accessories →