

Worksheet

Name:

Roll No: Class: Section:

Date:

ADVANCED FEATURES OF WINDOWS 7

Chapter-2

A. Tick (✓) the correct option.

- Which of the following helps us to organise and manage files and folders?
a. Windows Explorer ☐ b. Subfolder ☐ c. Data ☐
- Which of the following views displays very large thumbnails of the files and folders?
a. Extra Large Icons ☐ b. Large Icons ☐ c. Tiles ☐
- Which of the following symbols is used to replace only a single character while searching a file or folder?
a. * ☐ b. ? ☐ c. # ☐
- The window provides options for different hardware and software settings.
a. Control Panel ☐ b. Fonts ☐ c. Control ☐

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

- Wildcard is a special character which is used to represent one or more characters while searching a file or folder.
- Data in a computer can be arranged in the form of files or folders.
- Appearance setting is used to install or uninstall programs on the computer.....
- Asterisk symbol is used to replace a string of characters in the search term.

C. Answer the following questions:

- What is the use of the Windows Explorer window?
.....
- Which category of the Control Panel window is used to add new font into the computer?
.....
- Write the names of wildcard characters used to find a file or folder.
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