

Worksheet

1

Name:

Roll No: Class: Section:

Date:

WORKING WITH WINDOWS 7

Chapter-2

A. Tick (✓) the correct option.

- Collection of related information is called
 a. file ☐ b. folder ☐ c. icon ☐
- The deleted files are stored in the
 a. Documents ☐ b. Desktop ☐ c. Recycle Bin ☐
- Which of these is a file manager that organises files and folders?
 a. Internet Explorer ☐ b. Windows Explorer ☐ c. None ☐

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

- Files once deleted, cannot be recovered.
- A folder within a folder is called a subfolder.
- When you copy a file, the file will not remain in its original location.
- 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

- Cutting a file moves it from the original location to a temporary location called
- To rename a file, click the option from the drop-down list.
- Once a file or folder is deleted from the, it cannot be restored.
- folder is used to store the files that are downloaded from the internet.