

Worksheet

1

Name:

Roll No: Class: Section:

Date:

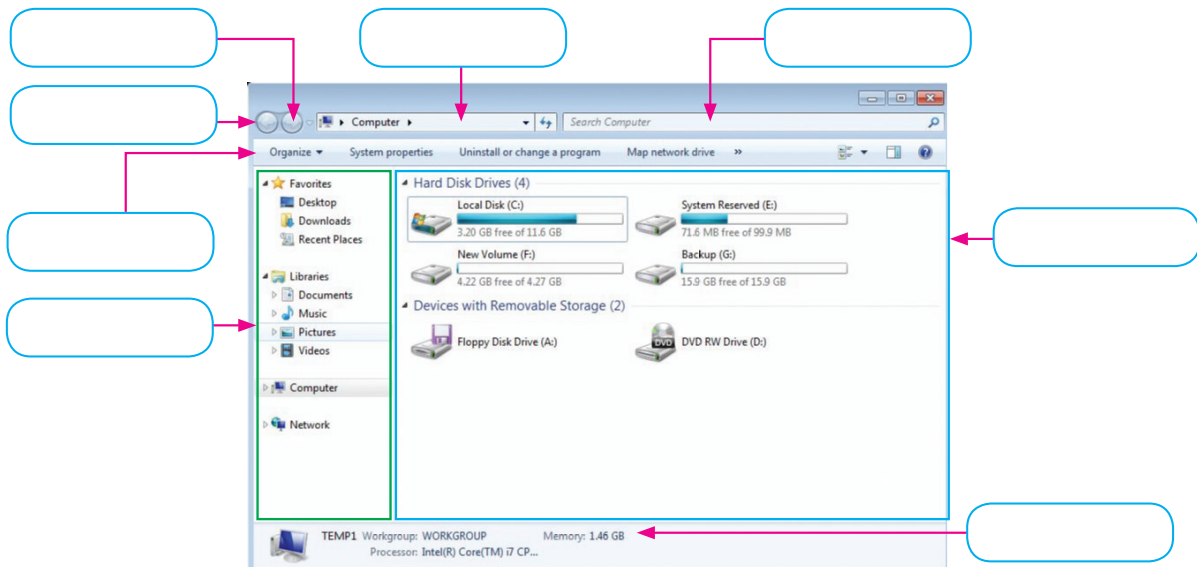
WINDOWS 7

Chapter-3

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. Label the main components of the Windows Explorer.



C. 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.