

Worksheet

1

Name:

Roll No: Class: Section:

Date:

MANAGING FILES AND FOLDERS

Chapter-3

A. Tick (✓) the correct option.

1. A folder is also known as

a. File

☐

b. Sub-folder

☐

c. Directory

☐

2. Which tiles display information such as weather, news, calendar and email messages?

a. Start

☐

b. Information

☐

c. Live

☐

3. What is the name of the area in right most corner of the taskbar?

a. Clock

☐

b. Notification

☐

c. Tiles

☐

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

1. The right pane of start menu contains the tiles of apps.

2. Alt+Shift is used to switch between apps.

3. A folder inside a folder is called sub-folder.

4. It is not possible to restore a file from Recycle Bin.

C. Match the following.

1. Task View Button

a. Word File

2. Folder

b. Deleted files are moved here

3. Recycle Bin

c. Allows us to see all application windows together

4. .docx

d. We store files and other sub-folders