

# Worksheet

Name: .....  
Roll No: ..... Class: ..... Section: .....  
Date: .....

## WINDOWS 11-ADVANCED FEATURES

### Chapter-1

#### A. Tick (✓) the correct option.

1. A file in a computer is represented by an .....  
 a. icon ☐      b. shortcut ☐      c. none ☐
2. Which of these contains a collection of related information?  
 a. File ☐      b. Folder ☐      c. Document ☐
3. Files/Folders are organised in .....  
 a. Windows Explorer ☐      b. Document ☐      c. Recycle Bin ☐
4. Where does the deleted files go?  
 a. Documents ☐      b. Downloads ☐      c. Recycle Bin ☐

#### B. Fill in the blanks using the hints given below:

**Hints:** folder, Windows Explorer, Downloads, subfolder

1. .... folder is used to store the files downloaded from the internet.
2. A ..... is like a file cabinet in which you can keep your files.
3. A folder within a folder is called a .....
4. .... is a file manager that organises files and folders in your computer.

#### C. Write 'T' for true and 'F' for false.

1. All the data in a computer is stored in the form of files and folders. ....
2. Once a file/folder is deleted from the Recycle Bin, it cannot be restored. ....
3. Disk Cleanup tool is used to delete the files and clean the hard disk of the computer. ....