

Worksheet

1

Name:

Roll No: Class: Section:

Date:

FILE MANAGEMENT—AN INTRODUCTION

Chapter-7

A. Fill in the blanks using the hints given below:

Hints: saving, work, software, open

1. Ctrl + O is the shortcut key to a file.
2. Storing on computer on any storage device is called
3. Each creates a file of its own type.

B. Name the storage devices used to :

1. Store cloths & toys

2. Store food & milk

3. Store files

4. Store lunch box & plastic case

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

1. We cannot store our drawings, letters and stories on a computer.
2. When we save our work for the first time, a new file is created.
3. Storing work on computer on any storage device is called saving.
4. Save option is located in the Edit tab.

D. Answer the following questions:

1. How can we open an already saved file on our computer?

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2. How can we save a file at a different location?

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