

Worksheet

2

Name:

Roll No: Class: Section:

Date:

FILE MANAGEMENT—ORGANISATION OF DATA

Chapter-2

A. Write the steps to copy a file or folder from a pen drive to computer.

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

1. MP3 stands for Moving Pictures Expert Group.
2. The .mp4 is a file extension of an audio file.
3. We can search for files using # , e.g typing 'comp#' in the search box.
4. We cannot sort the files according to the date when they were last modified.

C. Match the following.

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|---------|---------------------------|
| 1. JPEG | a. to store spreadsheet |
| 2. MP3 | b. to store images |
| 3. XLSX | c. to save word documents |
| 4. DOCX | d. to store music files |