

Worksheet

Name:
Roll No: Class: Section:
Date:

FILE MANAGEMENT—AN INTRODUCTION

Chapter-7

A. Number the steps in correct order to open a file.

- ☐ Click Open.
- ☐ Click on Paint button.
- ☐ Select the file icon. You can identify your file with the name you have saved it.
- ☐ Click on Open option.

B. Name the following storage devices.



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C. Answer the following questions:

1. Why we should save our files?

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2. What is Pen Drive?

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3. What are storage devices?

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