

# Worksheet

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

## FEATURES OF FILE MANAGEMENT

### Chapter-8

#### A. Tick (✓) the correct option.

1. Which of these folder is used to store all your digital pictures?

a. Pictures

☐

b. Videos

☐

c. Movie

☐

2. Which of these contains deleted files?

a. Recycle Bin

☐

b. Downloads

☐

c. Both of these

☐

#### B. Number the steps to create a folder.

☐

Click on Folder option to create a new folder.

☐

Open the folder in which you want to create the file.

☐

Right-click in an empty section of the folder. Click on New option.

☐

The new folder will get created in your folder.

☐

Type the name you want to use for the new folder and press the Enter key.

#### C. Answer the following questions:

1. Write any two points which you need to keep in mind while using Computer.

.....  
.....

2. Do you keep your files and folders in an organized way? Why?

.....  
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