

Worksheet

Name:
Roll No: Class: Section:
Date:

FILE MANAGEMENT—ORGANISATION OF DATA

Chapter-2

A. Tick (✓) the correct option.

1. Which of these is not a wildcard character?

a. *

☐

b. &

☐

c. ?

☐

2. Which of these is 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. The deleted files goes into

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. Shortcut key to copy a folder is Ctrl+V.