

Worksheet

1

Name:

Roll No: Class: Section:

Date:

MANAGING FILES AND FOLDERS IN WINDOWS 10

Chapter-2

A. Tick (✓) the correct option.

1. Collection of related information is called

a. file

☐

b. folder

☐

c. icon

☐

2. The deleted files are stored in the

a. Documents

☐

b. Desktop

☐

c. Recycle Bin

☐

3. You can open File Explorer by clicking on

a. This PC

☐

b. Recycle Bin

☐

c. Folder

☐

B. Match the following:

1. Live Tiles

a. Collection of files

2. File

b. Display latest information

3. Folder

c. Collection of data and information

4. This PC

d. File Explorer

C. Identify the given pictures and write their name.

1.



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2.



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3.



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4.



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