

Worksheet

Name:

Roll No: Class: Section:

Date:

WORKING WITH WINDOWS 10

Chapter-2

A. Tick (✓) the correct option.

- A file in a computer is represented by an

a. icon	☐	b. shortcut	☐
c. none	☐	d. None of these	☐
- Which of these contains a collection of related information?

a. File	☐	b. Folder	☐
c. Document	☐	d. None of these	☐
- Files/Folders are organised in

a. Windows Explorer	☐	b. Document	☐
c. Recycle Bin	☐	d. None of these	☐
- Where does the deleted files go?

a. Documents	☐	b. Downloads	☐
c. Recycle Bin	☐	d. Desktop	☐

B. Fill in the blanks using the hints given below:

Hints: Folder, Downloads, Subfolder

- folder is used to store the files downloaded from the internet.
- A is like a file cabinet in which you can keep your files.
- A folder within a folder is called a

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

- All the data in a computer is stored in the form of files and folders.
- Once a file/folder is deleted from the Recycle Bin, it cannot be restored.
- Shortcut key to copy a folder is Ctrl+V.