

Worksheet

Name:

Roll No: Class: Section:

Date:

ADVANCED FEATURES OF WINDOWS 10

Chapter-2

A. Tick (✓) the correct option.

- Which of the following helps us to organise and manage files and folders?

a. File Explorer	<input type="checkbox"/>	b. Subfolder	<input type="checkbox"/>
c. Data	<input type="checkbox"/>	d. Icons	<input type="checkbox"/>
- Which of the following views displays very large thumbnails of the files and folders?

a. Extra Large Icons	<input type="checkbox"/>	b. Large Icons	<input type="checkbox"/>
c. Tiles	<input type="checkbox"/>	d. None of these	<input type="checkbox"/>
- Which of the following symbols is used to replace only a single character while searching a file or folder?

a. *	<input type="checkbox"/>	b. ?	<input type="checkbox"/>
c. #	<input type="checkbox"/>	d. :	<input type="checkbox"/>

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

- Wildcard is a special character which is used to represent one or more characters while searching a file or folder.
- Data in a computer can be arranged in the form of files or folders.
- Appearance setting is used to install or uninstall programs on the computer.

C. Answer the following questions:

- What is the use of the File Explorer window?
.....
- Which category of the Control Panel window is used to add new font into the computer?
.....
- Write the names of wildcard characters used to find a file or folder.
.....