

# Worksheet

Name: .....

Roll No: ..... Class: ..... Section: .....

Date: .....

## ADVANCED FEATURES OF WINDOWS 10

### Chapter-1

#### A. Tick (✓) the correct option.

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

a. File Explorer

☐

b. Subfolder

☐

c. Data

☐

d. Icons

☐

2. Which of the following views displays very large thumbnails of the files and folders?

a. Extra Large Icons

☐

b. Large Icons

☐

c. Tiles

☐

d. None of these

☐

3. Which of the following symbols is used to replace only a single character while searching a file or folder?

a. \*

☐

b. ?

☐

c. #

☐

d. :

☐

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

1. Wildcard is a special character which is used to represent one or more characters while searching a file or folder. ....

2. Data in a computer can be arranged in the form of files or folders. ....

3. Appearance setting is used to install or uninstall programs on the computer. ....

#### C. Answer the following questions:

1. What is the use of the File Explorer window?

.....

2. Which category of the Control Panel window is used to add new font into the computer?

.....

3. Write the names of wildcard characters used to find a file or folder.

.....