

# 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. ?

☐

d. All of these

☐

2. Which of these is a collection of related information?

a. File

☐

b. Folder

☐

c. Document

☐

d. Recycle Bin

☐

3. Files/Folders are organised in .....

a. Windows Explorer

☐

b. Document

☐

c. Recycle Bin

☐

d. None of these

☐

#### 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. ....