

Worksheet

1

Name:

Roll No: Class: Section:

Date:

FILE MANAGEMENT—ORGANISATION OF FOLDERS

Chapter-6

A. Tick (✓) the correct option.

1. What is the collection of related information called?

a. File

☐

b. Folder

☐

c. Icon

☐

d. Desktop

☐

2. The deleted files are stored in the

a. Documents

☐

b. Desktop

☐

c. Recycle Bin

☐

d. This PC

☐

3. Which of these is also called file manager that organises files and folders?

a. Internet Explorer

☐

b. Windows Explorer

☐

c. Microsoft Edge

☐

d. Documents

☐

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

1. We can delete a folder by using New option.

2. A file in a computer is presented by an icon.

3. When you copy a file, the file will not remain in its original location.

4. A folder is like a file cabinet in which you can keep your files.

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

Hints: downloads, recycle bin, rework, rename

1. You can open an existing file/folder to and to check your saved work.

2. To rename a file, click the option from the drop-down list.

3. Once a file or folder is deleted from the, it cannot be restored.

4. folder is used to store the files that are downloaded from the internet.