

Worksheet

1

Name:

Roll No: Class: Section:

Date:

FEATURES OF FILE MANAGEMENT

Chapter-8

A. Write shortcut keys to use these features:

1. Copy a file/folder
2. Cut a file/folder
3. Paste a file/folder
4. Rename a file/folder
5. Create a folder

B. Match the following:

- | | |
|--------------|--|
| 1. Documents | a. Stores music files copied from an audio CD or downloaded from the Internet |
| 2. Pictures | b. Stores files that are downloaded from the Internet |
| 3. Music | d. Stores videos taken from a digital camera or downloaded from the Internet |
| 4. Videos | c. Stores all your digital pictures that can be copied from a camera or downloaded from the Internet |
| 5. Downloads | e. Stores word processing files, spreadsheets, presentations |

C. Answer the following questions:

1. Why do we need to organize files/folders?

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2. Write the use of Downloads folder.

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3. What is file tempering?

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