

Worksheet

2

Name:

Roll No: Class: Section:

Date:

FEATURES OF FILE MANAGEMENT

Chapter-8

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 a file manager that organises files and folders?

a. Microsoft Edge

☐

b. Windows Explorer

☐

c. Documents

☐

d. None of these

☐

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

Hints: Ctrl + V, Download, file, pictures

1. folder is used to store files downloaded from the internet.

2. folder is used to store images.

3. Shortcut key to paste a folder or file is

4. A contains a collection of related information.

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

1. We cannot create a folder inside another folder.

2. Windows Mobile software is used to play and organise digital Media files.

3. Jump list takes us to the frequently used documents.