

Name: \_\_\_\_\_

Roll No: \_\_\_\_\_

Class: \_\_\_\_\_ Section: \_\_\_\_\_ Date: \_\_\_\_\_

## MANAGING FILES AND FOLDERS IN WINDOWS 10

### A. Tick (✓) the correct option.

- Collection of related information is called .....
  - file
  - folder
  - icon
- The deleted files are stored in the .....
  - Documents
  - Desktop
  - Recycle Bin
- You can open File Explorer by clicking on .....
  - This PC
  - Recycle Bin
  - Folder

### B. Match the following.

- |               |                                       |
|---------------|---------------------------------------|
| 1. Live Tiles | a. Collection of files                |
| 2. File       | b. Display latest information         |
| 3. Folder     | c. Collection of data and information |
| 4. This PC    | d. File Explorer                      |

### C. Identify the given pictures and write their name.

- |  |  |   |  |
|--|--|---|--|
| 1.  | 2.  | 3.  | 4.  |
| .....  | .....  | .....   | .....  |

### D. Guess who am I?

- I am the manager of a computer. ....
- I am the shortcut of the applications. ....
- I am the collection of files. ....
- I keep all the deleted files and folders. ....