

Name: _____
Roll No: _____
Class: _____ Section: _____ Date: _____

MANAGING FILES OR FOLDERS IN UBUNTU

A. Tick (✓) the correct option.

- Collection of related information is called
a. File b. Folder
c. Icon d. Subfolder
- The deleted files are stored in the
a. Documents b. Desktop
c. Trash d. File
- To deselect the multiple files or folders hold down the key and click the file.
a. Ctrl b. Alt
c. Tab d. Enter

B. Write the keyboard shortcut for the following:

- To copy a file
- To Paste a file
- To cut a file
- To delete a file

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

- Files once deleted, cannot be recovered.
- A folder within a folder is called a subfolder.
- When you copy a file, the file will not remain in its original location.
- A folder is like a file cabinet in which you can keep your files.