

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

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

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

## MANAGING FILES AND FOLDERS

### A. Tick (✓) the correct option.

- Collection of related information is called .....  
a. file       b. folder       c. icon
- The deleted files are stored in the .....  
a. Documents       b. Desktop       c. Recycle Bin
- ..... is a file manager that organises files and folders.  
a. Internet Explorer       b. None       c. Windows Explorer

### B. 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. ....

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

**Hints:** downloads, recycle bin, clipboard, rename

- Cutting a file moves it from the original location to a temporary location, called .....
- To rename a file, click the ..... option from the drop-down list.
- Once a file or folder is deleted from the ....., it cannot be restored.
- ..... folder is used to store the files that are downloaded from the internet.