

A. Choose the correct answer.

1. There are different types of files in a computer.

For example,

a) Document b) Image file

c) Music file d) All of these

2. Every file name has two parts: Primary and Secondary

a) Primary, Secondary b) Main, Supplementary

c) First, Second d) All of these

3. This PC window is used to access and manage the files

and folders stored in external memory devices.

a) External b) Using toolbar

c) This PC d) None of these

B. Fill in the blanks.

Ctrl + X, Recycle Bin, Ctrl + Shift + N Delete, Secondary

1. The extension of a file name is called Secondary name.

2. Shortcut Key to create a new folder is Ctrl + Shift + N.

3. A file that has been deleted by mistake, can be restored from

Recycle Bin.

4. Ctrl + X shortcut key can be used to cut a file or folder.

5. When we delete a file, the Delete File dialog box

appears to

A Right pane of the This PC window shows the content

4. of a folder.

a) Left b) Right

c) Drives d) Address bar

Anuragh
12/04/22

D. Tick (✓) the correct Statement and ~~Er~~ Cross (x) out the wrong one.

1 A collection of related files cannot be stored in a common folder.

2 A folder within a folder is called a subfolder.

3 We cannot use the delete key to delete a subfolder.

4 We can move a folder from one location to another.

5 Using 'Ctrl' Key we can select non-adjacent files.

Good
Aravindh
22/04/22

C.W.

Write on White

Date 19.4.2022

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C. Answer the following questions.

Q1. What is a file?

Ans. A file is an object on a computer that stores, data, information, setting or command used write a computer program.

Q2. ~~What~~ what is a folder?

Ans. A folder is a ~~folder~~ place where a collection of files or data are stored.

Q3. Write the shortcut key for opening this PC window.

Ans. windows + E is the shortcut key for opening the this PC window.

Q4 What is the use of the ~~use of~~ the F2 function key?

Ans F2 function key is used to rename a files or folder.

Answer
30/04/22



E: Match the following:-

1. Pen Drive - External memory device
2. copy - Ctrl+c
3. .docx - Secondary name
4. To delete a file permanently - Shift + Delete
5. Paste - Ctrl+v