Lesson – 7

FEATURES OF FILE MANAGEMENT

Q. 1 Fill in the blanks.

1 When you right-click the mouse on the blank area of the desktop, the name of menu appears is **shortcut** menu.

2 A deleted filed goes in to **Recycle Bin**.

3 A file lying in Recycle Bin can be **Restored**.

4 A file with the .docx extension means it is a **Ms-Word** File.

Q. 2 Write True or False.

1 A file can be copied only in single folder and not in multiple folders **[False]**

2 After giving a name to the new folder, we can not rename it. **[False]**

3 We can not remove a file from Recycle Bin. **[False]**

4 File extension means tells the type of file. **[True]**

5 Changing file extension does not affect the file. **[False]**

6 A file in a subfolder of a folder, cannot be deleted. **[False]**

7 A file in a subfolder of a folder, can be renamed. **[True]**

Q. 3 Choose the correct the Answer.

1 A Folder can have _____ folders in it.

(a) No

(b) 5

(c) Unlimited

2 To delete a file permanently, press _____ keys.

(a) Shift + Delete

(b) Ctrl + Delete

(c) Alt + Delete

3 You have changed a file name from work.docx to work.xlxs. It means _____ .

(a) Copying

(b) Moving

(c) Tampering

EXTRA NOTES

Q. 1 Fill in the blanks.

5 A File can be renamed by using the **Rename** option.

6 A **Folder** is a collection of number of same files or different files.

Q. 2 Write True or False

8 Computer stores information in the form of files. **[True]**

9 Windows provides several ways to deal with files and folders. **[True]**

Q. 3 Choose the Correct Answer.

4 A collection of file is called ……..

(a) Folder

(b) Icon

(c) Menu

Q. 4 Define

1 File :-A file is collection of information or records that are stored together on a computer or any secondary device.

2 **Folder :-** A folder is a collection of same or different files. A folder can have another folder in it.

Q. 5 Long Answer type Questions

1 Write the steps Renaming a file or Folder

A. (i) Select the file or folder to rename

(ii) Right click on the selected file or folder.

(iii) Click Rename option from the list.

(iv) Type the new name for your file or folder.

(v) Click the mouse out of the file or folder then it will be renamed.

2 How can you copy a file from on location to another ?

A. → Open the library from explore window.

→ Select the file.

→ Right Click the mouse.
→ Select the copy option.
→ Open new folder or location.
→ Right click the mouse on blank area and click paste.

3 How can you move a file from one location to another ?

A. → Open the library from explore window.

→ Select the file.

→ Right Click the mouse.
→ Select the Cut option.
→ Open new folder or location.
→ Right click the mouse on blank area and click paste.

4 How can you delete a file or Folder?

A. → Open the library from explore window.

→ Select the file or folder..

→ Right Click the mouse.

→ Select the Delete option.