

CLASS 4

LESSON 2: FILES AND FOLDERS IN WINDOWS 7

1. Circle the correct option.

- a. (iii) b. (iii) c. (ii) d. (i) e. (iii) f. (ii)

2. Write the name of the part of the Computer window beside the letter.

- a. Address bar b. Search box
c. Navigation pane d. Command bar
e. Details pane

3. Fill in the blanks.

- a. operating system b. subfolder c. .mp3 d. Computer
e. New Folder f. Recycle Bin

4. Put a tick (✓) if the given statement is correct and a cross (✗) if it is wrong.

- a. ✓ b. ✗ c. ✗ d. ✓ e. ✓ f. ✗

5. Answer the questions.

- a. Each file stored on a computer has a specified icon associated with it, which indicates the type of the program required to open that file.
- b. (i) .txt
(ii) .docx
(iii) .pptx
(iv) .mp3
- c. The Computer folder allows you to see the contents (files and folders) stored in a computer. It displays all the drives, files and folders of a computer.
- d. Creating folders helps you manage your files appropriately. Storing files in different folders helps you locate them easily.
- e. To rename a file, follow the steps given below.
Step 1: Right-click on the file that you want to rename.
Step 2: Click Rename from the shortcut menu that appears.
Step 3: Type a new name for the file and press the Enter key.
The file is renamed.
- f. To select multiple adjacent files, click the first file to be selected, press and hold the Shift key and then click the last file to be selected. All the files present in between are selected.