

SHREE VASISHTHA VIDHYALAYA. Computer Worksheet 2024-25



* II Mer	The west form	Computer worksneet 2024	-25				
Name :			Std :- V				
Roll	No.:	Worksheet No: Term1-01	Date :				
Ch. 2	Windows - File Manage	ment					
Q-1	Tick the correct option	•					
1)	The work done on a computer is stored in the form of a						
	a) File	b) Folder c) S	Sub-folder				
2)	A folder inside another	folder is called					
	a) File	b) Folder	c) Sub-folder				
3)	indicate the location of any file or folder on Hard-drive.						
	a) Status bar	b) Address bar	c) Title bar				
4)	is used to search any file or folder from Hard-drive.						
	a) Find box	b) Search box	c) Both				
5)	The left pane of File ex	plorer is known as:					
	a) Navigation pane	b) Content Pane	c) Address bar				
6)	The right pane of File explorer is known as:						
	a) Navigation pane	b) Address bar	c) Content Pane				
7)	What does the "Recycle Bin" do in Windows 10?						
	a) It permanently deletes files from the system. b) It encrypts files for security.						
	c) It stores files and folders temporarily before they are permanently deleted.						
8)	Which of the following actions will permanently delete a file from the Recycle Bin?						
	a) Right-click and select "Restore" b) Drag the file to the Recycle Bin						
	c) Empty the Recycle Bin						
9)	How can you create a new folder in Windows 10 File Explorer?						
	a) Right-click in the File Explorer window and select "New Folder" b) Press Ctrl + N						
	c) Use the "New" option in the "Home" tab						
10)	A file name cannot contain characters:						
	a) / \ ? " < >	b) capital & small letter	c) numbers				
Q-2 W	rite true or false.						
1.	A computer represents fi	les and folders with a unique name.					
2.	The same name file can be saved at the same location in the computer.						
3.	You can restore file again after deleting from the Recycle bin.						
4.	The work done on a computer is stored in a form of a folder.						
5.	The File Explorer is vertically divided into two parts.						
6.	There are five main folders in Windows10.						
7.	Selected files appear flashing on your screen.						

8. Deleted file moves into Music folder.

9.	Windows 10 searches only the documents.								
10.	Changing the name of file/ folder is coping.								
Q-3 Fi	ll in the blank.								
1.	helps to manage the files according to their name, size etc.								
2.	is a collection of data and information.								
3.	A group of files save together under a common name is called a								
4.	A is a rectangular area used to display the contents of an application or folder.								
5.	A folder in a computer is represented by an								
6.	Ais a route to reach a particular folder or file in the drives.								
7.	indicate the location of any file or folder on Hard-drive.								
8.	Whenever you create or save a file, by default it stored infolder.								
9.	Whenever you download any file from internet, it is stored in folder.								
10.	gives you free online storage for all your personal files.								
11.	. Whenever you delete any file or folder, it goes into								
12.	When you a file, the file will get removed from its original location and								
	appear in the new location.								
Q-4	Identify the picture.								
2000									
	3								
P									
Q-5	Write the Shortcut keys for the following	ng commands.							
Cut		To open File Explorer							
Сору		To open a new File Explorer							
		Window To close File Explorer							
Paste		Window							
Renar	me	select the address bar							
	To navigate to the Search								
folder		field							

To open Content menu

Delete file/folder