

Name : - _____

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Worksheet No : Term1-01

Date : - _____

Q-1 Tick the correct option.

- 1) A computer stores your work in the form of _____
a) **File** b) Folder c) 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 explorer 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.**
d) It defrags and optimizes files on the disk.
- 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 Write true or false.

1. A computer represents files and folders with an unique name. **True**
2. The same name file can be saved at the same location in the computer. **False**
3. You can restored file again after deleting from the Recycle bin. **False**
4. The work done on a computer is stored in a form of a folder. **False**
5. The File Explorer is vertically divided into two parts. **True**
6. There are five main folders in Windows10. **True**
7. Selected files appear flashing on your screen. **False**
8. Deleted file moves into Music folder. **False**

9. Windows 10 searches only the documents.

False











10. Changing the name of file/ folder is coping.

False


Q-3 Fill in the blank.

1. **File Explorer** helps to manage the files according to their name, size etc.
2. **File** is a collection of data and information.
3. A group of files save together under a common name is called a **Folder**.
4. A **window** is a rectangular area used to display the contents of an application or folder.
5. A folder in a computer is represented by an **icon**.
6. A **path** is a route to reach a particular folder or file in the drives.
7. **Address bar** indicate the location of any file or folder on Hard-drive.
8. Whenever you create or save a file, by default it stored in **document** folder.
9. Whenever you download any file from internet, it stored in **download** folder.
10. **OneDrive** gives you free online storage for all your personal files.
11. Whenever you delete any file or folder, it goes into **Recycle Bin**.
12. When you **Move** a file, the file will get removed from its original location and appear in the new location.

Q-4 Identify the picture.

	Document File / MS-Word		Empty Folder
	Folder containing files		Folder containing subfolder
	Audio File		Image file
	Recycle bin with deleted files		Empty Recycle bin
	Presentation file		This PC / My Computer

Q-5 Write the Shortcut keys for the following commands.

Cut	CTRL + X	To open File Explorer	 + E
Copy	CTRL + C	To open a new File Explorer Window	CTRL + N
Paste	CTRL + V	To close File Explorer Window	CTRL + W
Rename	F2	To select the address bar	CTRL + L
Create a new folder	CTRL + SHIFT + N	To navigate to the Search field	CTRL + F
Delete file/folder	Del key	To open Content menu	SHIFT + F10