



SHREE VASISHTHA VIDHYALAYA

Computer Worksheet 2025-26



Name : - _____

Std :- V - _____

Roll No. :- _____

Worksheet No : Term1-01

Date : - _____

Ch. 2 Windows - File Management

Q-1 Tick the correct option.

- 1) Which program is used for viewing & managing files & folders?
a) Recycle Bin **b) File Explorer** c) Internet Explorer
- 2) The work done on a computer is stored in the form of a _____
a) **File** b) Folder c) Sub-folder
- 3) A folder inside another folder is called _____
a) File b) Folder **c) Sub-folder**
- 4) _____ is used to search any file or folder from Hard-drive.
a) Find box **b) Search box** c) Both
- 5) A file name cannot contain characters:
a) / \ ? " < > | b) capital & small letter c) numbers
- 6) _____ indicate the location of any file or folder on Hard-drive.
a) Status bar **b) Address bar** c) Title bar
- 7) The left pane of File explorer is known as:
a) Navigation pane b) Content Pane c) Address bar
- 8) The right pane of File explorer is known as:
a) Navigation pane b) Address bar **c) Content Pane**
- 9) 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.
- 10) 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

Q-2 Write true or false.

1. A computer represents files and folders with a unique name. **True**
2. The same name file can be saved at the same location in the computer. **False**
3. You can restore 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** is a collection of data and information.
2. A group of files save together under a common name is called a **folder**.
3. A **window** is a rectangular area used to display the contents of an application or folder.
4. A folder in a computer is represented by an **icon**.
5. A **path** is a route to reach a particular folder or file in the drives.
6. Whenever you create or save a file, by default it stored in **document** folder.
7. Whenever you download any file from internet, it is stored in **download** folder.
8. **OneDrive** gives you free online storage for all your personal files.
9. Whenever you delete any file or folder, it goes into **recycle bin**.
10. When you **cut** a file, the file will get removed from its original location and appear in the new location.

Q-4 Identify the picture.

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

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

1	Cut	CTRL + X
2	Copy	CTRL + C
3	Paste	CTRL + V
4	Rename	F2
5	Create a new folder	CTRL + SHIFT + N
6	Delete file/folder	Del key
7	To open File Explorer	 + E
8	To open a new File Explorer Window	CTRL + N
9	To close File Explorer Window	CTRL + W
10	To select the address bar	CTRL + L
11	To navigate to the Search field	CTRL + F