

Textbook exercise of L-2 Windows file management

A. Tick the correct answer.

- 1) The document you create is called File.
- 2) A group of files stored under a common name is called a Folder.
- 3) Selected files appear Highlighted on your screen.
- 4) Changing the name of a file/folder is Renaming.
- 5) Deleted file goes into Recycle Bin.

B. State true or false.

- 1) A file is a collection of data and information. True
- 2) A file and folder are represented with the same icon. False
- 3) Copying a file removes it from its original location. False
- 4) Ctrl + A is used to select all files in the folder. True
- 5) Ctrl + X is used to cut any files or folder. True

C. Fill in the blanks.

- 1) A computer represents files and folders with an icon.
- 2) A folder inside another folder is called Subfolder.
- 3) We can move, rename and delete files in file explorer.
- 4) You press CTRL+A keys to select all the files of a folder.
- 5) Details icon view displays more information about the file or folder.

D. Differentiate between the following:

File	Folder
• The work done on a computer is stored in the form of a file.	• Group of files saved together under a common name is called a folder.

Copying File	Moving File
• Copying a file means the file will remain at its original place and also appear at the place where it is pasted.	• Moving a file means the file will disappear from its original location and appear at the place where it is pasted.

List View	Tile View
• It displays the contents as a list of files or folder names preceded by small icons	• It displays the medium-sized icons.

E. Answer the following questions:

Q:1	Write the main folders in Windows10?
A:1	The five main folders are: • Documents • Pictures • Music • Videos • Downloads
Q:2	What is the role of File Explorer in Windows10?
A:2	• The File Explorer is used to viewing and organizing files and folders that stored in a computer. • You can move, rename and delete files in File Explorer.
Q:3	How do we rename a file/folder?
A:3	Following are the steps to rename a file/folder: 1) Open the folder that contains the file you want to rename. 2) Click the file you want to rename. 3) Press F2 key on the keyboard. 4) Type a new name for the file and then press the Enter key.
Q:4	Write the steps to restore a file from Recycle Bin.
A:4	1) Open the recycle bin. 2) Select the file/folder you want to restore. 3) Click on Manage tab. 4) Click on Restore the selected items.
Q:5	How do we select multiple files from a folder?
A:5	1) Open the folder containing files. 2) Adjacent (continuous) files: Click the first file, hold down the Shift key, and click the last file. Non-adjacent (separate) files: Hold down the Ctrl key and click each file you want to select.
Q:6	How do you select all files from a folder?
A:6	Press Ctrl + A to select all files in a folder.

F. Application Based Question

1	Kamal has created a file of different subjects and stored them on the desktop. By mistake, one of the files has been deleted. Tell him the place from where he can get his file back.
	He can restore file from Recycle Bin.

2	Riya has created a file named 'photo' and by mistake she has written the spelling wrong. Tell her the option by which she can correct the name of the file.
	She can correct the name of the file by using rename option

ACTIVITY SECTION

ACTIVITY (LABEL)

Label the following parts of File Explorer window.

