

SATISH CHANDRA MEMORIAL SCHOOL

SESSION - 2020-2021

SUBJECT-COMPUTER SCIENCE

Worksheet 1(**unsolved**)

Chapter 3 :MANAGING FILES AND FOLDERS IN WINDOWS 10

1. A folder within a folder is called a _____.
2. Every file is identified by its _____ .
3. _____ is a program that lets you view , create, copy, move, rename, delete and search files and folders easily.
4. File Explorer was previously named as _____ in Windows 7.
5. _____ lets you quickly search files and folders, in the current folder.
6. The _____ helps to move to the previously opened folder and back to the current folder.
7. The _____ option helps to create an extra duplicate copy of a file or a folder.
8. The _____ command help you to move a file or a folder, to a different location.
9. A file is a collection of _____ using a name.
10. A _____ is used for storing and organising related files and folders.