

Chapter – 2 MANAGING FILES AND
FOLDERS IN WINDOWS 10

Class IV

Subject : Computers

★ **TAKE OFF**

1. THIS PC
2. FOLDER
3. START BUTTON
4. RECYCLE BIN

★ **DOUBLE TAP**

1. Live Tiles -: b) Display latest information
2. Icons -: d) Symbols with names that represent programs, folders or files.
3. Taskbar -: a) long horizontal bar located at the bottom of the desktop
4. This PC -: c) File Explorer

A. Choose the correct option.

1. Which of the following is a part of the desktop?

ANS-d) All of these

2. Where does a deleted file go?

ANS- a) Recycle bin

3. Which of the following options are small images or symbols with names that represent programs , folders or files?

ANS- b) Icons

4. Which of the following is clicked to open the file Explorer?

ANS- a) This PC

B. Fill in the blanks with the correct words.

1. Some tiles change frequently, they are called **Live** tiles.
2. **This PC** displays all the files and folders on your computer.
3. Each file name has **two** parts.
4. Double-clicking a folder icon shows the list or **thumbnail** of files in the folder.

C. Tick the correct ones and cross the wrong ones.

1. To remove a tile, you will right -click and choose Pin to Start option.
2. Most of the icons are shortcuts of application programs installed on your computer.

3. File explorer is used to browse files and folders. ✓
4. Rename means to change the current name of the file or folder to a new name. ✓

D. Answer the following.

Q1. What does Start menu display?

ANS1. In the left pane it displays an alphabetical list of all the programs installed on your computer. In the right pane it contains tiles.

Q2. What is a folder?

ANS2. A folder is like a file cabinet in which you can keep your files. In other words, a folder is a collection of files..

Q3. Write steps to create a folder on desktop.

ANS3. Step 1: Open File Explorer and browse to the location where you want to create a new folder.

Step 2: Click on the Home tab.

Step 3: Click on the New folder option.

Step 4: Type the name of the New folder and press the Enter key.

Q4. What is a file ? write steps to move a file.

ANS4. A file is a collection of data and information, stored on a storage device such as hard disk, pen drive, CD/ DVD.

Step 1: Browse to the location of the file or folder you want to move.

Step 2: Select the file or folder to be moved.

Step 3: Click on Home tab.

Step 4: Click on Cut command.

Step 5: Select the destination location where you want to move the file or folder.

Step 6: Click on Paste command.

★ **Scratch your brain -:**

- A. Window key + E
- B. Select file or folder then press F2
- C. Ctrl+C
- D. Ctrl+V

★ **Competency based/ application based question -:**

- a) Recycle bin
- b) Start , live