

ST. ANDREWS SCOTS SR. SEC. SCHOOL

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Session: 2026- 27

Class- IV

Subject- Computer

L-2(Managing files and folders)

Quiz Bee (Pg. 19)

1. Subfolder

Assess Yourself (Pg.21)

1. (✓) the correct option

- a (i) .xlsx
- b (ii) Recycle Bin
- c (ii) Right
- d (iii) Restore

2. Fill in the blanks using the words given

- a start
- b Window 10
- c Move
- d File

3. Answer in one or two words.

- a. Ctrl+V
- b. Directory
- c. File Extension
- d. .docx

4. Answer the following Questions:

a. What are live tiles ?

Ans. Live tiles are the shortcuts of applications. These tiles display information such as weather, news, calendar and email messages.

b. What is a folder?

Ans. A folder is a file cabinet where we can store our files and other subfolders.

c. Write the use of the Start menu.

Ans. The Start menu in Windows 10 provides shortcuts to apps, settings, and tiles for

quick access.

d. How can we rename a file ?

Ans. To rename a folder, follow the given steps:

- 1 Right-click the folder that you want to rename.
- 2 Select the Rename option.
- 3 Type a new name for the folder and press the Enter key.

e. How can we delete a file or folder ?

Ans. To delete a file or folder, follow the given steps:

- 1 Open the location that contains the file/folder you want to delete.
- 2 Right-click on the folder and select the Delete option.

5. Observe the given picture and answer the following questions based on them

- a. Pictures
- b. Three
- c. Three
- d. One
- e. PowerPoint file

6. Application Based questions.

- a. By clicking on the Restore the selected items option in Recycle Bin.
- b. Ava should select and cut the pictures from Downloads folder and paste them in Vacation Photos folder