

CLASS- III

COMPUTER

CH: FILE MANAGEMENT

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A FILL IN THE BLANKS:

1. A folder inside a folder is called a **subfolder**.
2. Files are saved in a **folder**.
3. Double-click on a file **to open** a file.
4. **Window explorer** is the file management application in windows.
5. **Rename** Option is used to change the name of a file or folder.

B. WRITE T FOR TRUE AND F FOR FALSE STATEMENTS:

1. A folder cannot contain another folder. **False**
2. Names of files and folders can be changed. **True**
3. Two files with the same name cannot be in the one folder. **True**
4. We save a file because we will not need it again. **False**
5. When a file or folder is deleted, it automatically goes to the recycle bin.
True.

C. ANSWER THE FOLLOWING:

1. What is a file?

Ans: When we save a document in the computer, it is known as file.

2. What is the use of window explorer?

Ans: Window explorer is used to give all the details about the files and folders.

3. Write the steps for creating a folder?

Ans: 1. Right click anywhere on the blank desktop area.

2. Take a pointer to the new and a sub-menu will appear

3. Then from the sub-menu click on the folder and a new folder will be created on the desktop.

4. Write the steps for saving a file?

Ans: 1. Click on the **file>saveas**. a dialog box will appear. This is the **saveas** dialog box.

2. In the file name text box, write the name.

3. Select the desired location and then click on the save button.

5. Write the steps for renaming a file?

Ans: 1. Right click on the file/folder you want to rename.

2. Select the rename option and then file name will be highlighted.

3. Type in the new name and press enter.