

COMPUTER

CH: 7 FEATURES OF FILE MANAGEMENT

A: FILL IN THE BLANKS:

1. When you save a document to your hard disk, it becomes a **File**.
2. A file has two important features .they are **name** and **location**.
3. Clicking on the **Empty the recycle bin** button deletes all the items from the recycle bin.
4. The files and folders that are deleted can be **restore** to their original locations.
5. You should not open files created by others, without their **permission**.

B: WRITE T FOR TRUE AND F FOR FALSE:

1. Each file in a folder has a unique name. **True**
2. When you insert a CD or DVD in the reader, you will be able to view its contents by double-clicking on its icon. **True**
3. A folder within a folder is called a file. **False**
4. It is acceptable to copy someone's work and show it as your own. **False**
5. Show the preview button shows a preview of the selected file within the folder window. **True**

C: ANSWER IN ONE OR TWO WORDS:

1. What helps in searching for a particular file or folder in the computer system?

Ans : **Windows explorer**

2. Name an icon that you will see on a windows 7 desktop?

Ans: **Recycle bin**

3. What is the left pane of the window explorer window called?

Ans: **Navigation bar**

4. What do we call a folder within a folder?

Ans: **Sub- Folder**

5. What kind of behavior should you maintain while using a computer in the computer lab of your school?

Ans: **Ethical**

D: ANSWER THE FOLLOWING QUESTIONS:

1. **What are the different icons you see inside the computer folder?**

Ans: 1. Local disk(C:)

2.Local disk(D:)

3.DVD RW Drive(E:)

2. **What is Recycle bin?**

Ans: When you delete a file or a folder, it goes to the recycle bin, but it stays there temporarily.

3. **How can you restore all the items from the recycle bin?**

Ans: 1. First make sure that none of your files are selected.

2. Now click on the restore all items from the toolbar. all the files in the recycle bin will be restored to their original locations.

4. **What are the steps for creating a folder inside the windows explorer window?**

Ans: 1. Right click anywhere on the blank space of windows explorer window.

2. A menu will appear. Take the cursor to New, a sub-menu will appear. Click on the Folder. now name the folder and press the enter key.

5. **Write two points of ethics you will follow while using a computer in the computer lab.**

Ans: 1. Never copy someone else's work and show it as your own.

2. Do not open files created by others, without their permission.

