# EVALUATE

**A** Tick (✓) the correct answer.

1. It is added to the name of the file by the activity with which we create the file.

   a. exchange ☐    b. extension ☑    c. expense ☐

2. _____ are to be organised systematically to save the time.

   a. file ☐    b. folder ☐    c. both a and b ☑

3. This extension indicates a photograph or image.

   a. .jpg ☑    b. .mp3 ☐    c. .txt ☐

**B** Fill in the blanks using the given words.

> parent    .doc    extension    neatly    music

1. We can identify the type of content in a file by the file _EXTENSION_

2. .mp3 tells that it is a _MUSIC_ file.

3. The main folder is called the _PARENT_ folder.

4. Folders and sub-folders help us to keep our files _NEATLY_

5. _.DOC_ is an extension for document files.

**C** Write 'T' for true and 'F' for false statements.

1. Giving appropriate names to files and folders is very important. **T**

2. .txt and .doc represent a music file . **F**

3. The main folder is called the sub-folder. **F**

4. Folders and sub-folders help us to keep our files neatly. **T**

## Answer the following questions:

(1) How can we choose the name of a file?

**Answer:** We should choose a file name that tells us something about the contents of the file.

(2) How is a parent folder different from a sub folder?

**Answer:** The main folder is called the parent folder. A folder located within another folder is called sub folder. Folder and sub folders help us to keep our files neatly.

(3) What is an extension? Give some examples.

**Answer:** The extension is added to the name of the file by the activity with which we create the file. Example: .png or .jpg (Picture), .mp3 (Music), .txt or .doc (text files)