E V A L U A T E

A **Tick (✓) the correct answer:**

1. The shortcut key for copying the files and folder:
    a. Ctrl + Z ☐   b. Ctrl + C ✓   c. Ctrl + V ☐

2. When we copy a file/folder, it moves to a hidden memory storage known as:
    a. This PC ☐   b. Backup ☐   c. Clipboard ✓

3. When we delete a file, it moves to :
    a. Recycle Bin ✓   b. Clipboard ☐   c. Desktop ☐

4. Which of the following is a feature of file management?
    a. Saves time ☐   b. Data security ☐   c. Both of these ✓

5. Which of the following keys are used to rename a file?
    a. F4 ☐   b. F2 ✓   c. F12 ☐

B **Fill in the blanks.**

1. The _Organised_ files and folders are easy to locate.
2. We can also create a new file using the _Shortcut_ menu.
3. Copying a file or a folder means to create a/an _Identical_ file or folder.
4. The area where the cut or copied file goes first is known as _Clipboard_.
5. Our data remains secure at one place and we can even create a _Backup_ of it.

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

1. File management saves time. _True_ ☐
2. Clipboard is a temporary folder that contains deleted files/folders. _false_ ☐
3. When we change the name of an already named file or a folder, it is _false_ known as naming. ☐
4. To rename a file or a folder, the F2 key is pressed. _True_ ☐
5. The key combination Ctrl + Shift + Delete deletes a file permanently. _false_ ☐

CLASS-IV - CHAPTER ⑦ - FILE MANAGEMENT IN WINDOWS 10

Identify the type of file from its file extension.

(i) .JPG = JOINT PHOTOGRAPHIC GROUP (PHOTO)
(ii) .DOCX = DOCUMENT (XML)
(iii) .MP3 = AUDIO (MEDIA PLAYER)
(iv) .PPTX = PRESENTATION (POWERPOINT)

② What is file management? Explain some of the features of file management.

file management is user friendly and it saves time, performs multiple operations such as copying, moving, renaming and deleting a file or a folder and provides data security.

Some features of file management :-
(i) Save time.
(ii) User friendly.
(iii) Performs multiple operations.
(iv) Data security.

② How can we move a file or a folder from one location to another?

To copy or move a file or a folder, follow the steps :-

(i) Open PC and locate a file.
(ii) Select file or folder and click cut. (Press CTRL + X)
(iii) Right click in blank area and click paste (CTRL + V)

③ What is the difference between copying and moving?

copying a file or folder means to create an identical file or folder like the one we are copying.
    moving a file or folder means changing its location.