

Chapter 2

WORKSHEET

I. Fill in the blanks

1. A single entity of data that we save on the computer is called a _____.
2. Every file has a _____.
3. Every file also has a/an _____ name.
4. The extension name decides the _____ in which the file will open.
5. A folder can contain _____ and other _____.

II. Write T for true and F for false statements.

1. A folder cannot contain another folder.
2. Folders help to organise data on the computer.
3. File Explorer helps to browse through files.
4. Aero Snap feature allows us to minimise all open windows.
5. Windows 10 is the latest version of Windows.

III. Match the following.

- | | |
|------------------|---|
| 1. Cut | (a) Windows key +
Left/Right arrow key |
| 2. Aero Snap | (b) Ctrl + C |
| 3. Copy | (c) Ctrl + X |
| 4. Delete a file | (d) Ctrl + V |
| 5. Paste | (e) Delete key |