



Chapter -8

File

Management



ACTIVITY

1. Guess the correct word from the given jumble words :

(a) E F I L

FILE

(b) R F O D L E

FOLDER

(c) D A N O T E P

NOTEPAD

(d) S O R C U R

CURSOR

2. Mark (✓) on 'Yes' ☺ or on 'No' ☹ :

Yes No

(a) A Folder can also contain other folders.



(b) A 'File' is a piece of information stored in a computer.



(c) One should never save one's work in a computer.



(d) The blinking vertical 'I' line is called a Pointer .



(e) File can be saved in a folder.



3. Match the following :

(a) Enter Key



Looks like 'l'. *l*

(b) Cursor



To move the cursor to the next line. *a*

(c) Special Symbols



Similar to notebook, pencil box. *e*

(d) Folder



#, @, %. *c*

(e) File



Similar to a school bag. *d*



LAB ACTIVITY

Keep all your files in a folder of your name in the computer.

Teacher's Remarks

Signature



File Management

Chapter - 8

I. Answer the following:

a. What is a folder?

Ans A folder is a space where many files can be placed together in an organized way.

b. What is a file?

Ans A file is a piece of useful information stored

in a computer.

II. Define:

a. File Management - To keep all the information in folders in a proper way is known as file management.

b. Cursor: The blinking vertical line, which looks like 'I', in the working screen area is known as cursor.