

Chapter -8

File Management

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1 Guess the correct word from the given jumble words:











NOTEPAD

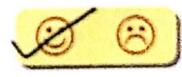
(d) S O R C U R

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.



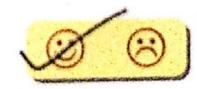
(c) One should never save one's work in a computer.



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



(e) File can be saved in a folder.



3. Match the following:







(b) Cursor



To move the cursor to the next line. a

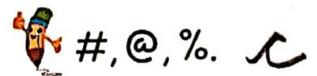
(c) Special Symbols



Similar to notebook, pencil box. Q

(d) Folder





(e) File



Similar to a school bag.



LAB ACTIVITY

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

Teacher's Remarks

Signature

File Management Chapter - 8 following: together in an organized way. b What is a file? A file is a piece of weful information stored

