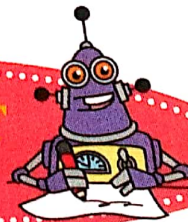


Ch-3
Class-IV

Q & A

ASSESSMENT
ZONE



A. Choose the correct answer.

1. Which of the following tasks can be carried out using File Explorer?
 - a) Renaming a file or a folder
 - b) Copying a file or a folder
 - c) Searching for a file or a folder
 - d) All of these



2. Which of the following is not a feature of file?
 - a) A file is identified by its name.
 - b) A file can be saved directly on the computer or on CD, DVD or pen drive.
 - c) A file can store only text.
 - d) A file has an icon associated with it.
3. Which of the following buttons is not present on the Home tab?
 - a) Copy
 - b) New Folder
 - c) Rename
 - d) Search files and folders

B. Tick (✓) the correct statement and cross (×) out the wrong one.

1. A folder can have only files inside it.
2. You can search files using the Address Bar of File Explorer.
3. In the Quick Access view, File Explorer displays the frequently used folders and recently opened files.
4. The Move and Paste command create a duplicate copy of the file/folder at the new location.
5. A deleted file can be restored back from the desktop.

C. Fill in the blanks using the words given below.

Recycle Bin	Cut	This PC	file	folder	Paste
3	5	4	2	1	5

1. A _____ can organise and store related files inside it.
2. A _____ is a collection of data identified by using a name on storage device.
3. The deleted files and folders are stored in the _____.
4. The _____ displays the contents of hard disk and any external storage device.
5. The _____ and _____ commands are used when you want to change the location of the file or folder.

D. Answer the following questions.

1. Write down two ways to open File Explorer.
2. What is the difference between file and folder?
3. Discuss any two ways to rename a folder/file.

D.1 Ans. - The two ways to open File Explorer are (i) Click on the File explorer button on the Taskbar.

(ii) step 1 - Click on start button.
step 2 - Click the File explorer option.

2 Ans. - The difference between file and folder
A File is a collection of data stored in the form of text, pictures, music or video.
A folder is a container that stores related files and folders.

3 Ans. - The two ways to rename a folder/file

(i) We can rename a file/folder by right-clicking on it and choosing the Rename option.

(ii) By selecting the file/folder and pressing the F_2 key on the keyboard.

4 Ans. - The five tasks that can be carried out using options present on the Home tab of File Explorer window are Copy, move, rename, Paste, and Delete file or folder.

5 Ans. - The copy and Paste commands help you to create an extra or duplicate copy of a file or a folder.

The Cut and paste commands help you to move a file or a folder to a different location.