Computer Data

A. Multiple Choice Questions:-

1. Generally, files are saved on the-
   a) Pen drive
   b) CPU
   c) Hard disk
2. Which keyboard shortcut is used to create a new folder?
   a) Ctrl + Shift + N
   b) Ctrl + Shift + F
   c) Ctrl + Shift + C
3. Which function key is used to remove a file/folder?
   a) F3
   b) F2
   c) F4
4. The clipboard section is found in which tab?
   a) File
   b) Manage
   c) Home
5. Which keyboard shortcut is used to cut a file?
   a) Ctrl + X
   b) Ctrl + C
   c) Ctrl + V

B. Fill in the blanks:-

1. The _____ program can be used in place of This PC.
2. The _____ keyboard shortcut is used to delete a file permanently.
3. By clicking the _____ button all deleted files in recycle bin can be restored.
4. To select adjacent folders hold the _____ key.
5. _____ memory is temporary memory.

C. State whether the following statements are true or false:-

1. Our work is saved in the computer in the form of a computer folder.
2. The shortcut keys can be used to create a new folder.
3. Files are created before we do our work.
4. Windows moves deleted files to recycle bin by default.
5. A restored file needs to be moved back to the place it was deleted from.

D. Answer the following questions:-

1. How many types of file names are there? Explain them.
2. Explain the terms ‘folder’ and ‘sub folder’. What are the benefits of folders?
3. What do the navigation and right pane show?
4. Write steps to create new folder using context menu.
5. Write steps to copy a folder.