Welland Gouldsmith School

Class – 6
Subject- Computer Science
Topic – Managing Data and Files

Answer Sheet:-

A) Fill in the blanks:-

1) Computer, Drive

2) Storage, device

3) asterisk(*), questions mark(?)

4) JPEG

5) .xlsx

6) Written

B) Full forms:-

JPEG- Joint Photographic Experts Group

MPEG- Moving Picture Experts Group

DVD- Digital Versatile Disk

CD-RW- Compact Disk

C) Answer the following questions :-

1) Organizing the files and folders on a computer is called file management.

2) File management includes viewing, copying, moving and deleting file/folders. It also include sorting of files/folders by name, type, size and so on.

3) A computer drive is a piece of hardware that is used to read and store information.

4) Moving a file or folder means deleting it from its original source and bringing it to another destination.

5) <u>The difference between writing and burning a CD</u>:-

<u>WRITING</u>	<u>BURNING</u>
The process of transferring data from the memory of a computer to a storage device is called writing.	This means writing text, songs, movies images and other files to a cd.

6) If we are burning a CD, the file will be written to the CD. The CD will be automatically ejected from the CD/DVD drive when the burn is completed.

7) To remove the pen drive:-

  a) We should click on the arrow△ present on the notification area of the taskbar.

  b) Click on the pen drive icon. Select our pen drive to remove it safely from our system.

8) We can type in a Word Document, play games, listen to music and watch a movie. For this we just open two or more application on the computer. Then, minimize the open application and work on the one we want.

9) A wild card character is a special character that represents one or more characters. It is used to find a file on a computer when we do not know its exact name or location.

10) An asterisk (*) is a wild card character. It represents one or more characters.

   For example- "emp*" searches for anything beginning with "emp" and displays "emp", "employ", "employee" or "employment". So emp*- employ.txt/ employee.doc.

11) A question mark (?) is a wild card character. It represents only one character and thus searches for only one character.

   For example- when we type d?ll.doc in the search box of the start button , windows will display the file dull.doc or doll.doc but not dollar.doc. We can use a question mark more than once.

12) In a computer a file format is the structure of a file in terms of how the data within the file is organized.

13) **MP4**- It is a multimedia file format use to store videos and audios. It can also store subtitles for a movie and still images. A file with the .mp4 file extension is an abbreviation for an MPEG4 video file.

DOCX- DOCX is the different file format used in Microsoft word. A DOCX file is a Microsoft word document file. A DOCX format file stores images formatted text, tables, and charts and so on.

14) It holds data. A CD, DVD, and Pen drive are the common stores devices. We can transfer data from a computer to a storage device.

EXERCISES FROM THE TEXT BOOK

A) 1. Viewing, copying, moving and deleting

2. Show window side by side

3. Asterisk (*) and question mark (?)

4. JPEG

B) 1->C, 2-> D, 3-> B, 4->E, 5-> A

C) 1-> F, 2-> T, 3->T, 4-> F, 5-> T

D) 1, 6,4,2,7,3,5,8

_____END_____