

**CLASS : 3**

**SUBJECT : COMPUTER SCIENCE**

**TOPIC : MANAGING FILES AND FOLDERS**

**ANSWERS**

**I. Fill in the blanks:**

- a) File
- b) File
- c) File management
- d) Folders
- e) Icon
- f) Picture

**II. State whether the following statements are true or false:**

- a) True
- b) False
- c) False
- d) True
- e) False

**III. Draw a neat and labelled diagram of the following:**



*Icon of a folder.*



*Icon of Microsoft Word.*

**IV. Answer the following questions:**

- a) A file is an object that stores data.
- b) The proper arrangement of files is known as file management. This is done so that we can find the file we want.
- c) A folder is a place in the memory of a computer. It can store files.

A folder is useful to us as it is easy to locate files when they are stored in a folder.

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