

CLASS : 3

SUBJECT : COMPUTER SCIENCE

TOPIC : MANAGING FILES AND FOLDERS

WORKSHEET

SYNOPSIS:

- We save our work in a software.
- We give a suitable name while saving our work and a file is created.
- A file is an object that stores data.
- Files of different software have different icons.
- A computer has many files in it and we can arrange them so that we can find the file we want.
- The proper arrangement of files is known as file management.
- Files are arranged in folders.
- A folder is a place in the memory of a computer.
- A folder can store files. It is easy to locate files when they are stored in a folder.
- A folder also represented by an icon.

I. Fill in the blanks:

- a) A _____ is an object that stores data.
- b) As we save our work, the software creates a _____.
- c) The proper arrangement of files is known as _____.
- d) Files are arranged in _____.
- e) A folder is also represented by an _____.
- f) A folder named Pictures can store _____ files.

II. State whether the following statements are True or False:

- a) A folder can store files.
- b) Folders are arranged in files.
- c) A folder is an object that stores data.
- d) Files of two different software have different icons.
- e) We can save our work without a file name.

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

- a) An icon of a folder.
- b) An icon of the Microsoft Word software.

IV. Answer the following questions:

- a) What is a file?
- b) What do you understand by file management?
- c) What is a folder? How is it useful to us?
