CLASS : 3

SUBJECT : COMPUTER SCIENCE

TOPIC : MANAGING FILES AND FOLDERS

ANSWERS

I. **Fill in the blanks:**
   a) File.

   b) Folder.

   c) File.

   d) Double-click.

   e) CTRL + S

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

   b) True.

   c) False.

   d) True.

   e) False.

III. **Write the steps to create a new folder.**

   To create a new folder, follow the following steps:

   1. Right-click on a blank area on the desktop. A pop-up menu appears.

   2. Point your mouse pointer at New.

   3. Click on the Folder option from the sub-menu that appears.

   4. A new folder appears on the desktop.

   5. Type the desired name for the folder and press ENTER.