CLASS : 3

SUBJECT : COMPUTER SCIENCE

TOPIC : MANAGING FILES AND FOLDERS

WORKSHEET

SYNOPSIS:

- We can create files and folders.

- A new file that is created must be saved and properly closed.

- Press CTRL + S to save a document.

- To create a new folder, we must click on the Folder option from the New tab.

- We can also create a folder inside a folder.

- To select a file or folder, simply move the pointer to the required file or folder and click on it.

- To open a folder, we can double-click on it.

- Also, we can right-click on the folder and click on Open from the menu.

I. **Fill in the blanks:**
   a) A _____ is an object that stores data.
   b) A _____ helps to arrange files and other folders.
   c) To save a file in Microsoft Word, click on _____ tab and then on Save option.
   d) To open a folder _____ on it.
   e) Press _____ to save a document.

II. **State whether the following statements are true or false:**
   a) A new file when created must be saved.
   b) A folder can have different folders inside it.
   c) To open a folder, single click on the folder.
   d) Files can be arranged in folders.
   e) A file can store folders.

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