

WELLAND GOULDSMITH SCHOOL

Computer Answer key

CLASS – 3

Managing Files and Folders

Q1. Fill in the blanks:

1. A **file** is an object that stores data.
2. A **folder** helps to arrange files and other folders.
3. To save a file in Microsoft Word, click on **file** tab and then on **Save** option.
4. To open a folder **double-click** on it.

Q2. Answer the following questions:

1. What is a folder?
Ans: A folder is a place in the memory of a computer. It can store files.
2. What do you mean by file management?
Ans: The proper arrangement of files is known as file management.
3. Write the steps to create a folder.
Ans: a) Right click on a blank area on the desktop. A pop-up menu appears.
b) Point your mouse pointer at New.
c) Click on the Folder option from the sub-menu that appears.
d) A new folder appears on the desktop.
e) Type the desired name for the folder and press ENTER.
4. Write the steps to open a folder.
Ans: Right click on the folder. A short cut menu opens.
5. Write the steps to close a file in Microsoft Word 2010.
Ans: 1) Click on the File tab.
2) Click on the Close option from the menu.