WELLAND GOULDSMITH SCHOOL

Computer WorkSheet

CLASS – 3

Managing Files and Folders

Q1. Fill in the blanks:

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

Q2. Answer the following questions:

1. What is a folder?
2. What do you mean by file management?
3. Write the steps to create a folder.
4. Write the steps to open a folder.
5. Write the steps to close a file in Microsoft Word 2010.