

WELLAND GOULDSMITH SCHOOL

Computer Answer key

CLASS – 3

Managing files and folders.

Q1. State true or false:

- a. You save your work as a file on a computer. **True**
- b. Different software have same file icons. **False**
- c. We can close a folder by clicking on the close button. **True**
- d. A file can be created, saved, opened and closed. **True**
- e. A folder cannot be created, opened and closed. **False**

Q2.Write the steps to open a file.

Ans: a) Open the folder where you have saved the file.

b) Locate the file in the folder and double click on it.

Q3. How do we select a file or folder?

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