

**WELLAND GOULDSMITH SCHOOL**

**Computer Worksheet**

**CLASS – 3**

**Managing files and folders.**

**Q1. State true or false:**

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

**Q2.**Write the steps to open a file.

**Q3.** How do we select a file or folder?

**Q4.** Do the activity on page no.82 Ex.D