

# **Welland Gouldsmith School**

**Class – 6**

**Subject- Computer Science**

**Topic – Managing Data and Files**

## **RECAPITULATION**

- Organizing files and folders on a computer is called file management.
- We can copy data from one drive to another.
- We can move data from one drive to another.
- Moving files means deleting it from its original source and bringing it to a new destination.
- We can move data between storage devices, which mean writing.
- Burning a CD/DVD means writing data onto it.
- Moving data from a pen drive to a new location.
- We can do different things on a computer at the same time.
- We can search for a file using wildcard characters.
- File extension are used so that the operating system of a computer can recognize the file type.

## **Worksheet**

**A) Fill in the blanks:-**

- 1) A \_\_\_\_\_ is a piece of hardware that is used to read and store information.
- 2) We can transfer data from a computer to a \_\_\_\_\_.
- 3) Two commonly used wildcards are \_\_\_\_\_ and \_\_\_\_\_.
- 4) \_\_\_\_\_ file format used to store pictures.
- 5) The file extension of a XLSX file is \_\_\_\_\_.
- 6) If you are burning a data CD the files will be \_\_\_\_\_ to the CD.

B) Full forms:

JPEG, MPEG, DVD, CDRW

C) Answer the following questions:-

- 1) What is File Management?
- 2) What does it include?
- 3) What is computer drive?
- 4) What do you mean by “moving a file or folder”?
- 5) What is the main difference between writing and burning a CD?
- 6) What will happen if you are burning a data CD?
- 7) How to remove the pen drive from your computer system?
- 8) How can we do different things on a computer at the same time?
- 9) What are wild-card characters? Name 2 commonly used wild-card.
- 10) How many characters an asterisk (\*) represent? Give example.
- 11) How many characters a questions mark (?) represent?
- 12) What is file format?
- 13) Explain MP4 and DOCX.
- 14) What is storage device?

**EXERCISE FROM THE TEXT BOOK:-**

A), B), C), D)

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