

Revision Pointers

Ch-4 Files and Folder

Memory Stick

- **Data** is stored on computers in the form of **files**.
- A **file** extension is added to a file by the program used to create it.
- A **folder** allows you to organize related files together.
- A folder inside another folder is called a **subfolder**.
- The **main** folder is called the **parent** folder.

Playback

- Files are used to store **data** in a computer system.
- Files can be in the form of music, movie, **images**, **text**, etc.
- **Files** and **Folder** can be deleted and restored on the computer.
- A **folder** is an object that contains multiple files.
- **Recycle Bin** is a folder that contains deleted files.
- Removing files from the computer moves them from their original location to the **Recycle Bin**.

True or False

1. When we **save** any drawing it is stored as a **file**. **True**
2. To keep many **files** together we can use a **folder**. **True**
3. A **folder** can contain only one file. **False**
4. Music, pictures and text can be stored as **files**. **True**
5. The **Recycle Bin** contains **deleted** files. **True**
6. A file cannot contain a picture. **False**
7. The **main** folder is called the **sub folder**. **False**
8. **Files** are used to **store data** in a computer system. **True**
9. **Files** can be **removed**, **deleted** and **restored** on the computer. **True**
10. If you **delete** a file by mistake, you can check the **Recycle Bin**. **True**

Q1. Fill in the blanks using the words given below:

subfolder Recycle Bin files parent file extension Delete

- (1) Data is stored on a computer in the form of files.
- (2) A folder inside another folder is called a sub folder.
- (3) The main folder is called the parent folder.
- (4) Recycle Bin is a place that contains deleted files.
- (5) A file extension helps to identify the contents of the file.
- (6) To remove a file, right-click on the file and select the Delete option.

Q2. Match the columns.

Group A

- (1) File
- (2) Folder
- (3) Cut option
- (4) File extension
- (5) Copy option
- (6) Recycle bin

Group B

- (a) .txt
- (b) A place that contains deleted files.
- (c) To move a file/folder.
- (d) Stores data in the computer system.
- (e) Stores files.
- (f) To copy a file/folder.

Ans: (1) d

(4) a

(2) e

(5) f

(3) c

(6) b

Reems
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