

ST. THOMAS SCHOOL
COMPUTER WORKSHEET -3
CH-2 (Managing Files and Folders)
CLASS : IV

Name: _____ Roll: ____ Sec.____ Date. _____

Q1. Choose the correct word from the help box and fill in the blanks.

Cortana	Folder	Rename	Graphical	Operating System
Microsoft Edge	Status bar	Desktop	File Explorer	Shortcut

- a) Windows is a _____ user interface.
- b) _____ is the default browser of Windows 10.
- c) The search tool, _____ can also be used to play music and videos.
- d) The _____ icon provides an easy and quick method to open any application or software.
- e) _____ provides detailed information about files and folders.
- f) _____ displays the number of selected items and their total size.
- g) An _____ controls all the activities of a computer.
- h) When Windows starts loading, the first screen that appears on the monitor is known as _____.
- i) A _____ is a collection of relevant files stored together on same storage device.
- j) A file can be given a new name using _____ option.

Q2. Write the steps to create a shortcut for an App..

Q3. What is the use of This PC icon?

Q4. Differentiate between files and folders.

Q5. How will you open File explorer?

Q6. Explain Context menu?

Q7. Label the file explorer window given below.

