

GIRLS' HIGH SCHOOL & COLLEGE, PRAYAGRAJ

WORKSHEET NO. : 3

SESSION: 2020-2021

CLASS: 6 (A, B, C, D, E, F)

SUBJECT: COMPUTER

INSTRUCTIONS: Parents please ensure that the student reads the content carefully to answer the questions below. They can also refer to any Computer book (CI-6) for a detailed study of the chapter or they can refer to Internet.

Links: https://youtu.be/Ybw_oaSAQbQ

<https://youtu.be/MQw9MonlWzg>

CHAPTER 2: FILE MANAGEMENT - DATA ORGANISATION

A file is a collection of related information stored together on some storage device. Whereas, a folder is like a cabinet where we keep relevant files.

➤ **Selecting Files and folders**

A file/folder can be selected by clicking on it. You can also select multiple files and folders at the same time using any of these methods:

- To select a consecutive group of files, click on the first file then hold down the **shift** key and click on the last file.
- To select multiple non-consecutive files and folders, press and hold down the **ctrl** key and click on the files to be selected.

➤ **Renaming Files and Folders**

To rename files and folders:

- Right-click the file or folder icon, and choose Rename from the shortcut menu that appears.
- Type the new name that you want to give the file or folder. Press enter key.

➤ **Removing Files and Folders**

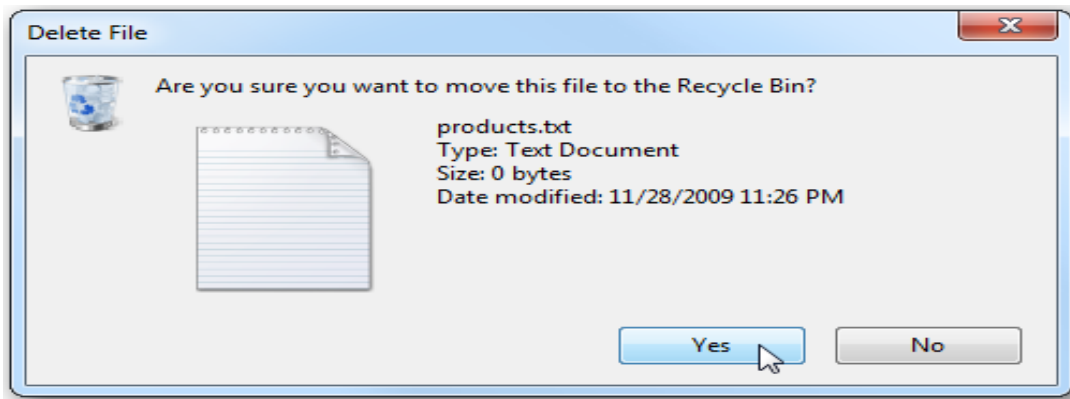
To Delete Files and Folders:

- Select the file or folder icon by clicking on it.
- Press **Delete** key.



Renaming a file

- In the dialog box that appears, click **Yes** to confirm the deletion.



Deleting a file

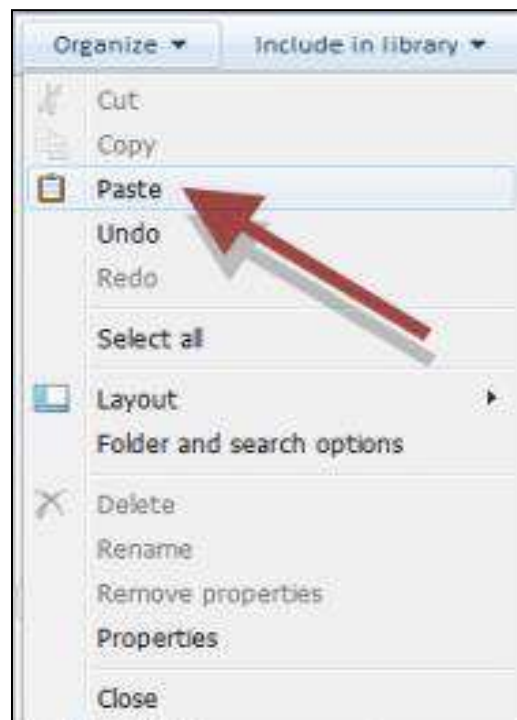
When you delete a file or folder from the desktop or from the hard disk, it goes into the Recycle Bin. The Recycle Bin, located on your desktop, is a temporary storage area for deleted files and folders. The recycle bin window allows you to delete items permanently or restore them to their original location.

Note: Files/Folders can be deleted permanently by Pressing **Shift + Del**.

➤ **Moving or Copying a file/folder from one drive to another**

Moving a file/folder means shifting it from its original location (source) to another location (destination), whereas, Copying a file/folder means to create a duplicate copy of the selected file/folder.

- To view the contents of **D:** drive, double click on the **Computer** icon on the desktop. It will display the hard disk drives, CD/DVD drives removable devices and network locations that are connected to the computer. Now double-click on the **D:** drive icon it will display all the files and folders stored in it.
- Select any file/folder that you want to move/copy.
- Click on the **Organize** button and select the **Cut/Copy** option from the drop-down menu.
- Select the drive where you want to move /copy the file from the left pane, e.g., E:. Now click on the **Paste** option in the **Organize** drop-down menu.
- Notice that the file gets moved/copied to the new location.

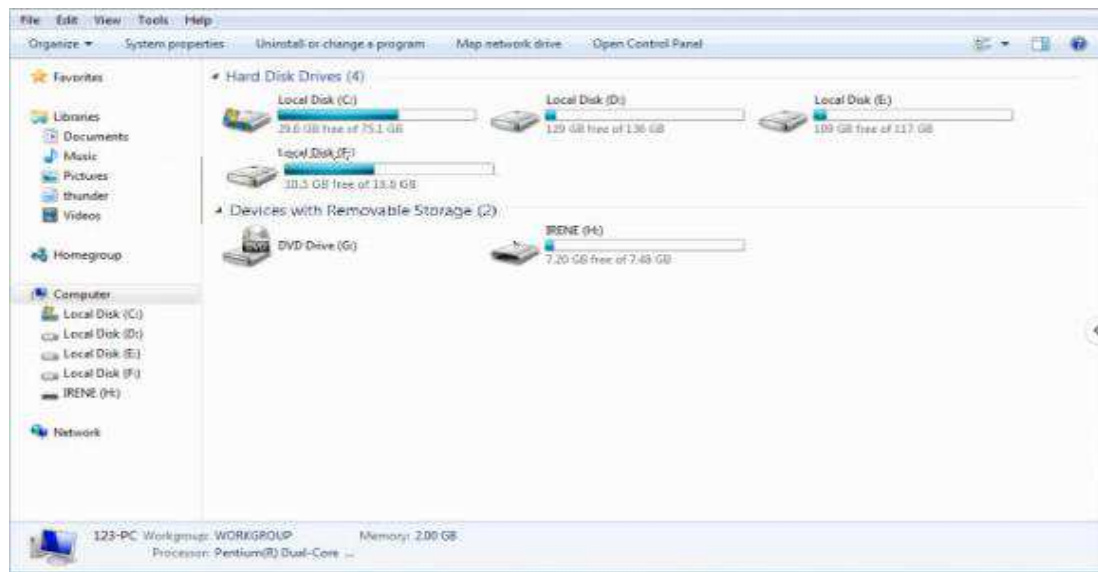


Copying a File/ Folder

➤ Moving or Copying a file/folder between storage devices

To move a file/folder from one drive (e.g., D: drive) of your computer to a pen drive, follow these steps:

- Attach the pen drive to your computer.
- Now right-click on the **Start** button and select **Open Windows Explorer** option.
- Select **D:** drive from the Navigation pane on the left.
- Select the file/folder that you want to move to the pen drive.
- Right-click on the file/folder and select the **Cut** or **Copy** option from the Shortcut menu.
- Click on the pen drive icon from the left pane. The drive opens up.
- Right-click on the blank area in the right pane and select the **Paste** option.
- You will see that the selected file/folder is shifted from the **D:** drive of your computer to the pen drive.



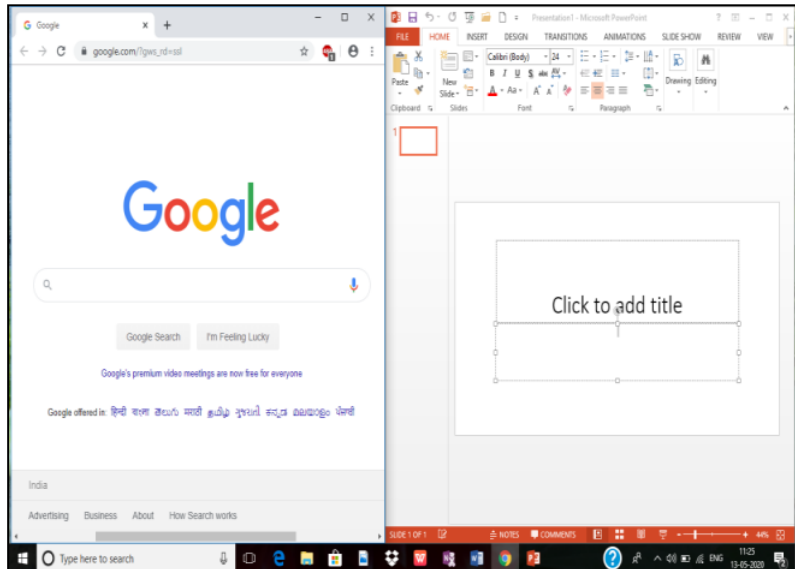
Moving a File/ Folder

➤ Working with multiple applications

Sometimes, it is required to work with multiple applications at the same time. For example, you have to create a presentation and you require some help from the Internet to collect information on the same. In this scenario, you are required to work with two windows at the same time: Presentation and Web Browser.

In Windows7, you can open several applications and work in them at the same time. To open multiple applications:

- Open Microsoft PowerPoint by selecting **Start > All Programs > Microsoft Office > Microsoft PowerPoint2010**.
- Open Google Chrome by double clicking on its icon on the desktop.
- Now right-click anywhere on the blank area of the taskbar.
- A shortcut menu appears. Click on the **Show windows side by side** option. Both the application windows will be displayed side by side. Now you can browse information on the topic simultaneously while working in presentation software - PowerPoint.



Working with Multiple Applications

EXERCISE

A. Fill in the blanks:

1. _____ means to create a duplicate copy of the selected file/folder.
2. Moving a file/folder means shifting it from its _____ to another location.
3. Press _____ to delete files/folders permanently.
4. Deleted files/folders goes to the _____.
5. To select a consecutive group of files, click on the _____ key.

B. State True or False:

1. In Windows7, we can display only two windows at a time.
2. You can copy multiple files at the same time.
3. A file/folder can be selected by clicking on it.
4. You cannot move a file from your computer to a pen drive.
5. **Paste** option is present in the **Organize** drop-down menu.

C. Multiple Choice Questions:

1. To open several application windows at the same time, click on _____ option.
(a) Show windows side by side (b) View side by side (c) Show applications side by side.
2. To copy multiple non-adjacent files and folders, press and hold down the _____ key.
(a) Shift (b) Ctrl (c) Alt.
3. _____ on the D: icon will display all the files and folders stored in it.
(a) Double clicking (b) Clicking (c) Pointing.
4. To remove a file, select it and press _____ key.
(a) Remove (b) Space bar (c) Delete.
5. To move the selected file select cut option from _____ button.
(a) Organize (b) File (c) Home.

D. Answer the Following:

1. What is the difference between a file and a folder?
2. How will you rename a file/folder?
3. Write the steps to copy a file from your computer to a pen drive.
4. What is Recycle bin?
5. Write the steps to open two application windows side by side?

END