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**3<sup>rd</sup> TERM 2020- 2021**

**SUBJECT : COMPUTER**

**CH - 8 FILE MANAGEMENT STD-2**

**Note : Only question and answers to be done in the copy.**

A. Match the following:

1. Enter key - To move the cursor to the next line
2. Cursor- looks like 'I'
3. Special symbols- #,@,%
4. Folder- Similar to a school bag
5. File- Similar to notebook, pencil box

B. Define:

1. Folder - A folder is a space where many files can be placed together in an organised way.
2. File - A file is a piece of useful information stored in a computer.
3. Cursor - The blinking vertical line which looks like 'I' in the working screen is known as cursor.

C. Name any two special symbols :

Ans: ! # @

D. Write True or False :

1. A Folder can also contain other folders - True.
2. A 'File' is a piece of information stored in computer - True.
3. One should never save the work done in a computer - False.
4. The blinking vertical line 'I' is called a printer - False.
5. File can be saved in a folder - True.

E. Arrange the jumbled words:

1. E F I L - FILE.
2. R F O D L E - FOLDER.
3. D A N O T E P - NOTEPAD.
4. E T X T - TEXT.
5. R E A E S R - ERASER.
6. N C O U D M T E - DOCUMENT.
7. W D A R O F R - FORWARD.
8. S O R C U R - CURSOR.