

**ST. THOMAS SCHOOL, DHURWA, RANCHI**

**FIRST TERM (2021-2022)**

**CLASS-3**

**CHAPTER-7**

**SUBJECT-CTA**

**NOTE:- Q/Ans of Pg no- 57 to be done in CTA CW copy**

Q2. What is a 'Folder'?

Ans. A folder refers to a place in the computer that stores files.

Q3. How files and folders can be properly organized?

Ans. Files and folders can be properly organized with the help of File Management.

Q4. Where does the records get saved in Computer?

Ans. In computer records are saved in files and folders.