

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

**THIRD TERMINAL 2021-22**

**SUBJECT –COMPUTER**

**STD- IV**

**Q1. Fill in the blanks to delete a Folder.**

- a. right
- b. shortcut
- c. delete
- d. folder
- e. delete

**Q2. Match the following to complete the task in MS Word:**

- a. To Copy a Folder                      Ctrl+C
- b. To Cut a Folder                        Ctrl+X
- c. To Paste a Folder                      Ctrl+V
- d. To Rename a Folder                 F2

**Q3. What is File Management?**

**Ans. The arrangement of files in the form of Folders is known as File Management'.**

**Q4. What is a Folder?**

**Ans. A folder refers to a container on the desktop that stores files or links to different sub folders and files.**