

- Deleting means to remove any unwanted files.
- Renaming a file means giving a new name to an existing file.
- Sorting means arranging the files in an increasing/decreasing order by date, size, type, etc.
- Filter means selecting a few things to get limited result out of a more number, based on criteria or condition.
- Files can be searched by typing the file name in the Search window using wild cards (* and ?)

EXERCISES

1. Fill in the blanks.

- We can identify the type of file with the file name by extension.
- A Storage medium represents a medium which stores and reads the data.

- c. File sorting can be done according to By Name, By Date, By Type and By Size.
- d. Files can be searched by typing the file name in search window using wild card characters.
- e. zip and RAR file software compresses and collates the files in one zip folder, so that they take less space than usual.

2. Tick (✓) the correct statement and cross (x) out the wrong one.

- a. Renaming is not allowed for open files. ☒
- b. To sort the files according to their size in ascending or descending order we use Sort By Type option. ☒
- c. AVI and MOV are the most common formats for audio files. ☒
- d. List helps to view the files just with the names, one under the other. ☒
- e. Recycle Bin stores the deleted file/folders. ☒

3. Tick (✓) the correct option.

- a. Which of the following cannot be used in naming a file?
- i. 23 ☐ ii. p ☐ iii. T ☐ iv. < ☒
- b. Which of the following is NOT a format for clicked or copied pictures?
- i. PNG ☐ ii. MP4 ☒ iii. JPG ☐ iv. GIF ☐
- c. *pass means
- i. all file names starting with Pass and having any character after it. ☐
- ii. all files having pass anywhere in the name. ☐
- iii. all file names ending with pass. ☒
- iv. none of these ☐
- d. Which among the following is not a 'View' in File Explorer?
- i. List ☐ ii. Details ☐ iii. Chronological ☒ iv. Tiles ☐
- e. Restore in Recycle Bin means one of the following.
- i. Save the file again ☐
- ii. Delete the file again ☐
- iii. Bring back the file to original location ☒
- iv. None of these ☐

4. Short answer type questions.

- a. Define:
- i. File ii. Folder
- b. List all the types of views for viewing files and folders.