

Short Answer questions.

Page No. _____

Date: / /

Q 4) a. Define

1) **File**:- are units of storage that contains data or information.

Files may be a textual documents, image, music, videos, spreadsheet applications.

Folder:-> are like containers that store data in them. In order to be more organized, similar types of files based on need, content, usage, date/month/year folders are created.

b. List all the types of Views for Viewing files and folders.

Types of Views

1) Large, Medium, Small, Extra large Icons

2) List

3) Details

4) Tiles

5) Content.

c. Write the steps move a file.

→ Ans on page no. 20

write ~~any~~ moving files by cut & paste

3 steps.

Q. Name all the ways for sorting files in a folder.

→ By Name, By Date, By Type, Size

c. Can you rename a file while it is open?

→ You won't be able to rename the file if the file is open.

Q.5 Long Answer type questions.

a. Discuss the uses of naming a file.

→ page No. 14 → write uses of file name

→ A file name helps to identify what the file is about. For example, a file that stores the names of my friends' birthdays should be like "Birthday.docx".

“.docx” is extension of files which will open Microsoft Word.

b. Mention all types of files and explain them in brief.

→ page No. 14 → write types of files with description.

c. write the steps for three ways of copying a file from one location to another.

→ page 19. write answer of Copying a file.

d. what do you understand by 'Sorting a File'?

→ page No. 23.

write answer of Sorting the files.
2 paragraph.

e. Explain file searching in brief.

→ page No. 29

write File Searching and paragraph.