Blooming Buds School
Computer Notes (Regular And Absentees)
Class VI
Chapter 2: Organisation of Data

A. Fill in the blanks.

1. Source 2. Multiple 3. Search Bar 4. * , ? 5. .docx

B. Write T for True and F for False.

1. F 2. T 3. F 4. T 5. F

C. Select the correct option.

1. b 2. b 3. c 4. a

D. Application-based questions.

1. She can search for the file using wildcard character.

2. She can right-click on the taskbar and choose the Show windows side by side to work with both the
applications, simultaneously.

E. Answer the following questions.

1. A file is a collection of related information stored together on some storage device. A folder is a place where
you keep relevant files.

2. To transfer the data from one drive to another, select files or folders and press Ctrl +X , locate the drive
where you want to keep files or folders, and then press Ctrl + V. Selected file or folder will be
transferred.

3. Wildcards are special symbols that can be used to search a file or folder whose exact name you do not know.

4. To copy the data from a drive to pen drive, select files or folders and press Ctrl + C , locate the drive of
your pen drive, and then press Ctrl + V. Selected file or folder will be copied in the pen drive.

5. Following are two types of files with their file formats are:

• Documents: A file saved in Microsoft Word has the extension .doc or .docx.

• Spreadsheets: A spreadsheet created in MS Excel has the extension .xls or .xlsx.

6. The search bar is used for searching files, folders or an application.

7. Open two or more than two applications, right-click on the taskbar and select the Show windows side by
side option to work with multiple applications at the