**GRADE: 2**

**Subject : Computer Date:**

**Chapter-7 : FILE MANAGEMENT – AN INTRODUCTION**

1. **NEW WORDS**
2. **Storage devices**
3. **Saving**
4. **File**
5. **Information**
6. **Storing**
7. **Different**
8. **Location**
9. **Existing**
10. **Option**
11. **ANSWER THE FOLLOWING QUESTIONS.**
12. **What is a file?**

**Ans : A file is a piece of information stored on a storage device.**

1. **What is saving?**

**Ans : Storing work on a computer on any storage device is called saving.**

1. **What is the use of Save As option?**

**Ans : If you want to save your existing file with a different name or location use the Save As option.**