**GRADE: 3**

**Subject : Computer Date:**

**Chapter- 6 : File Management- Organisation of Folders**

**QI) NEW WORDS :**

1. **Folder**
2. **Collection**
3. **Document**
4. **Organize**
5. **Location**
6. **Desktop**
7. **Submenu**
8. **Delete**

**QII) SHORT ANSWERS TYPE QUESTIONS**

**1) What is a file?**

**Ans : A file is a document that contains a collection of related information.**

**2) Write any one purpose of saving a file.**

**Ans : It will be easy to find later.**

**3) What is a subfolder?**

**Ans : A folder within a folder is subfolder.**

**QI) LONG ANSWERS TYPE QUESTIONS :**

1. **Write the steps to save a file.**

**Ans : Step 1 – Click on the ‘*Save’* option from the ‘*File’* tab.**

**Step 2 – Type a name in the *‘File name’* text box.**

**Step 3 – Select the location to save file.**

**Step 4 – Click on the *‘save’* button.**

1. **Write the steps to create a folder on the desktop.**

**Ans : Step 1 – Right-click on any blank area of desktop. Click on ‘*New’* option from menu.**

**Step 2 – From the submenu, click on the ‘*Folder’* option.**

1. **Write the steps to delete a file.**

**Ans : Step 1 – Open the folder that contains the file you want to delete.**

**Step 2 – Click on the file you want to delete.**

**Step 3 – Click on ‘*Organize’*.**

**Step 3 – Click on ‘*Delete’.***