



## Assess Yourself

### A. Choose the correct option for each of the following:

1. A collection of data or information is called a \_\_\_\_\_.

☐

Drive

☒

Folder

☐

Power

2. To copy a file, we will use \_\_\_\_\_ option.

☐

Cut+Paste

☒

Copy+Paste

☐

Both of these

☐

None of these

3. When we click on the \_\_\_\_\_ icon in the taskbar, a window displaying detailed information about files, folders, and drives.

☐

System Explorer

☐

Search

☒

File Explorer

☐

Folder Explorer

### B. Fill in the blanks with the correct answer.

File Explorer

Recycle Bin

Folder

1. File explorer shows all the files or folders present in a computer.

2. A folder is a place to store files and other folders.

3. Deleted files or folders moves to the recycle bin.



C. Answer the following questions.

1. What is a folder?

A folder is a collection of one or more files.

2. What is File Explorer? Explain.

File Explorer allows us to access, edit, manage & organise files & folders.

3. What is the difference between a file and a folder?

A file is a collection of data or information. A folder is a collection of one or more files.

4. How can you rename a file or folder?

1. Select the file/folder to be renamed in the details pane. 2. Click the rename option in the organize group on the Home tab. 3. Type the new name for the file/folder & press enter.



**Fun Time**