

Std 5th Computer worksheet on lesson 3

Q1) Fill in the Blanks.

1. A _____ is a collection of data or information stored on a computer. (File)
2. A _____ helps in organizing files into a structured format. (file system)
3. The _____ is used to browse files and folders on a computer. (File Explorer)
4. The _____ Pane displays the contents of the selected folder or drive. (Details Pane)
5. The area with buttons like Copy and Paste is called the _____. (Clipboard)
6. We can open File Explorer by clicking on the _____ icon on the taskbar. (file explorer)
7. A folder created inside another folder is called a _____. (subfolder)
8. Files are identified by a name and an extension
9. The _____ Pane shows the storage devices and folders. (Navigation)
10. To copy a file, we first use the _____ option and then the Paste option. (copy)

Q2) True or False.

1. A file cannot exist without a folder. – False
2. File Explorer is used to open and manage files. – True
3. Folders cannot contain subfolders. – False
4. The Ribbon contains file task buttons. – True
5. We use File Explorer to format the hard drive. – False
6. You can move a file by using the Cut and Paste options. – True
7. The Navigation Pane shows file contents. – False
8. You can access File Explorer through the Start menu. – True
9. Files do not need extensions to be identified. – False
10. The Details Pane shows files in the selected folder. – True

Q3) Answer in One Word.

1. What is used to explore files? — File Explorer
2. What stores data on a computer? — File
3. What holds multiple files? — Folder
4. What appears when you right-click on the desktop? — Menu
5. What button opens the Start menu? — Start
6. What is a file within a folder called? — Subfolder
7. What helps identify a file type? — Extension
8. Where is the Copy button located? — Ribbon
9. What shows drive names? — Navigation Pane
10. What shows file details? — Details Pane

20. I am a folder with a trash can icon. What am I? Answer: Recycle Bin

Q6) One Word Answers.

1. Tool used to manage files — Explorer
2. Shortcut for copy — Ctrl+C
3. Temporary storage of deleted files — Recycle Bin
4. Shortcut for paste — Ctrl+V
5. Shortcut for cut — Ctrl+X
6. File deleted but still recoverable — Recycle Bin
7. Tab to find Delete and Rename — Home
8. To change name — Rename
9. File not yet deleted permanently — Restorable
10. Final delete — Permanent

Q7) True or False