

B. B. S. S. SEC. SCHOOL

SUB-COMPUTER

CLASS - VII

L-2 Working with files and folders in Windows 7

Points to Remember

- The first screen that you see after loading of the windows operating system is known as the Desktop.
- By default, all the deleted files are stored in the Recycle Bin.
- Icons are small pictures on that represent shortcuts of some applications.
- A file contains the information stored in the computer.
- A folder can contain multiple files and folders.
- Windows Explorer is a tool that allows us to create, find, organize and manage files and folders.
- Shift + Delete keys are pressed to delete files permanently from the computer.
- Documents is a default folder for storing the files created by the user on the computer.

Chapter Revision

Q1. State True or False.

1. Web browser helps to access internet services.
2. You can rename a file / folder without using Windows Explorer.
3. Recycle Bin stores important documents of the computer.
4. You cannot move a folder to different locations.

B. Fill in the Blanks.

Rename Folder Shift + Delete Documents.

1. A _____ can hold different types of files and folders.
2. _____ keys are pressed to delete the files or folders permanently from the computer.
3. The _____ option changes the name of the file or folder.
4. _____ is a default folder for storing the files created by the user.

C. Match the Columns.

- | | |
|---|-------------------|
| 1. Used to view web pages | File |
| 2. Shows computer drives | Internet Explorer |
| 3. It contains information | Windows |
| 4. Run automatically when the computer starts up. | Computer Icon. |