

Pooja model school
Session - 2025-2026
Subject - computer
Class - 3rd
July month
Week -2
Practice worksheet

Chapter -3

File Management Organisation

Q.1 Write the keyboard shortcuts for the following:-

1. Rename a folder. _____
2. Copy a file. _____
3. Paste a file _____
4. Move a file _____
5. Save a file _____
6. Open a file _____

Q.2 - MCQ

1. Which of the following is a feature of file management?
 - i. Data security
 - ii. Saves time
 - iii. both of these
2. The shortcut key for copying the files and folders is:
 - i. Ctrl + c
 - ii. Ctrl + v
 - iii. Ctrl + z
3. Changing the name of a file is called:
 - i. Moving
 - ii. Copying
 - iii. Renaming
4. Deleted file goes into:
 - i. Start menu
 - ii. Recycle bin
 - iii. This PC

Q.3 - Fill in the blanks:

1. The keyboard shortcut to save a file in most Windows applications is _____.

2. When you save a file, it is stored on your computer's _____.

3. To open a file in Windows 11, you can _____ on the file.

4. A _____ is the piece of information which we store on the System.

5 . Files management saves _____.