

Pooja model school
Session - 2025-2026
Subject - computer
Class - 3rd
July month
Week -1
Practice worksheet

Chapter -3

[File Management Organisation](#)

Q.1 MCQ's

1. What is a file?

- A) A folder that contains other files
- B) A collection of data stored on a computer
- C) A type of computer hardware
- D) A software application

2. What is the purpose of file extensions?

- A) To identify the file's author
- B) To determine the file's size
- C) To indicate the file's type and format
- D) To encrypt the file's contents

3. What is file management?

- A) The process of creating and editing files
- B) The process of storing and organizing files
- C) The process of deleting and recovering files
- D) The process of backing up files

4. What is a common way to categorize files?

- A) By size
- B) By date created
- C) By type (e.g., documents, images, videos)
- D) By author

5. Which of the following is a feature of file management?

- A) Data security
- B) saves time
- C) Both of these
- D) None of these

Q. 2 True / False

1. Deleting a file permanently removes it from your computer.()
2. File extensions are used to determine the file's size.()
3. Organizing files into folders helps with file management.()
4. File compression increases file size.()

Q.3 fill in the blanks

1. A _____ is a collection of data stored on a computer.
2. The _____ of a file indicates its type and format.
3. Organizing files into _____ helps with file management.
4. _____ is the process of reducing the size of a file.