

Computer Files & Folders Worksheet Class 3

Name: _____

Date: _____

Marks: _____

A. Fill in the blanks

1. A _____ is used to store files on a computer.
2. A _____ is a collection of related files.
3. A file has a _____ that helps us identify it.
4. We can create a new folder by using the _____ option.
5. The _____ helps us find files and folders on a computer.

B. Choose the correct answer

1. Which one can contain many files? a) Folder b) Keyboard c) Mouse
2. Which is an example of a file? a) Holiday Photos b) MyStory.docx c) School Work
3. Which action makes another copy of a file? a) Copy b) Delete c) Close
4. Which action removes a file or folder? a) Rename b) Delete c) Open
5. Which action changes the name of a file? a) Rename b) Copy c) Paste

C. True or False

1. A folder can contain files. _____
2. A file can contain many folders. _____
3. We can rename a file or folder. _____
4. Deleted files can never be recovered. _____
5. Folders help us organise our files. _____

D. Match the following

A

B

- | | |
|-----------|-----------------|
| 1. File | a. Remove |
| 2. Folder | b. Change name |
| 3. Rename | c. Stores files |

- | | |
|-----------|-------------------------------|
| 4. Delete | d. Collection of related data |
| 5. Copy | e. Make a duplicate |

E. Answer in one word

1. What do we call a collection of files? _____
2. What do we call a document saved on a computer? _____
3. Which command is used to make a duplicate? _____
4. Which command is used to change a name? _____
5. Which command is used to remove a file? _____

F. Answer briefly

1. What is a file?

2. What is a folder?

3. Why do we use folders?

4. Write any two things you can do with a file.

G. Think and answer

1. Riya has many photos, songs and school documents. Why should she create different folders for them?

2. Aarav has a folder named **Games**. He wants to change its name to **My Games**. Which command should he use?

3. You accidentally deleted an important file. What should you check first?

H. Put the steps in the correct order

To create a new folder:

- ___ Give the folder a name
- ___ Right-click in an empty area
- ___ Select New → Folder
- ___ Press Enter

I. Activity

Draw a folder and write the names of **three files** that could be stored inside it.

Folder Name: _____

 _____

 _____

 _____

prtutorial.in