

(Use COMPUTER SCIENCE H W Note Book to ANSWER)

I) Fill in the blanks:

1x4=4

- 1) _____ is a package of information with a specific name.
- 2) _____ is a digital multimedia container format which is commonly used to store video and Audio.
- 3) You can use _____ to find a file or folder.
- 4) _____ contains different commands associated with the selected file or folders.

II) Choose the correct answer:

1x4=4

- 1) Windows Explorer application is displayed in which of the following menu?
a) All Programs b) Accessories c) Internet Explorer d) None of these
- 2) Which of the following is the widely used file format for pictures?
a) JPEG b) MP3 c) BMP d) XLS
- 3) We can select this option to change the view
a) Home b) Insert c) View d) Page Layout
- 4) Which of the following shortcut is used to copy a file?
a) Ctrl + A b) Ctrl + I c) Ctrl + B d) Ctrl + C

III) Answer the following questions:

1x5=5

- 1) What is a file?
- 2) What is JPEG?
- 3) What is folder?
- 4) What is the use of XLS?
- 5) What is PDF?

IV) Answer the following in TWO or THREE sentences:

2x2=4

- 1) Write steps to copy a file from USB drive.
- 2) What do you mean by Windows Explorer?

V) Give 2 examples for the following:

1x3=3

- 1) Operating system software : _____ .
- 2) Various file formats : _____ .
- 3) Windows explorer : _____ .

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