

File management

Define the following terms.

File

.....
.....

Folder

.....
.....

Directory

.....
.....

File name

.....
.....

File name extension

.....
.....

Drive specifiers

.....
.....

Path

.....
.....

Subfolder

.....
.....

Folder/directory tree

.....
.....

What is the major difference between a file and folder?

.....
.....



Given below is a file path.

C:\users\admin\desktop\agnes\office.doc

Identify the following the above file path.

File name

.....

File type

.....

Profile

.....

Folder

.....

Location

.....

What is the use of a file type?

.....

.....

Identify the file types associated with the following extension names.

.bat

.pdf

.exe

.ppt

.xls

.bmp

.sav

.com

.wav

.dat

.rtf

.doc

.zip

.gif



.mdb

.jpg

.scr

.mp3

.tmp

.png

.pub

Distinguish between system files and application files

.....
.....

Describe two functions of a file

.....
.....

Explain each of the following terms as used with managing files and folders

Rename

.....
.....

Sort files

.....
.....

Copy

.....
.....

Move

.....
.....

Delete

.....
.....

Why is it important to give descriptive names to a file or folder?

.....
.....

Define the term file manager?

.....
.....



State four functions of a file manager

.....

.....

.....

.....

Define the term desktop

.....

.....

State any four elements that make up a desktop of your computer

.....

.....

.....

.....

Give the importance of each of the following components.

My documents

.....

.....

Recycle bin

.....

.....

My computer

.....

.....

My network places

.....

.....

Internet explorer

.....

.....

Define the term utilities

.....

.....



With examples, explain any 15 utilities that you know.

Write down any four steps you would follow to print a word processed document.

