

KERALA PUBLIC SCHOOLS

HOME ASSIGNMENT (1st to 4th July 2020)



CLAS S	SUBJECT	TOPIC / CHAPTER	MODULE / ASSIGNMENT	REFERENCE LINKS
VI	COMPUTER	Ch – 2 : File management-organization of data	<p>I. State whether the following statements are True/False:</p> <ol style="list-style-type: none"> We don't require an extension while writing a file name. 'Copy and paste' can also be referred to as moving a file. We can play MP3/MP4/CD on the windows media player. Windows media player allows us to play an audio CD as well as a VCD. Deleting a file means removing it from the drive. Windows does not allow handling multiple files. VLC player allows us to play an audio CD, a VCD and a DVD. <p>I. Answer</p> <p>1. True 2. False 3. True 4.True 5.True 6.False 7.True</p> <p>II. Fill in the blanks:</p> <ol style="list-style-type: none"> Information is stored in a storage device with a specific name called _____. A file extension is also referred as _____. _____file type represents the adobe Photoshop file. Duplication of files from one drive to other is called _____ a file. The cut and paste option is also called _____ a file. _____ means locating a file among a set of files. To _____ a file, click the right button of the mouse on the file name and select the delete option. SSpecific searching can be performed by using _____ character _____ name has two parts. 	

- j. The second part of the file name is known as the _____.
- k. The deleted file is stored in the _____ bin by default.
- l. _____ is the software to store and play audio files.
- m. _____ is a media player that supports all audio and video formats and can play high definition recordings.

II. Answer

1. file
2. type
3. .psd
4. copying
5. moving
6. Searching
7. delete
8. wild card
9. File
10. Extension
11. Recycle
12. Windows media player (WMP)
13. VLC media player

III. Name the following:

1. Two different extension file types
2. The extension of two audio files.
3. Two different packages to play movies.
4. The extension of two video files.

III. Answer

1. (a) .docx (b) .pdf
2. (a) .wmp (b) .wav
3. (a) VLC (b) WMP
4. (a) .mp4 (b) .divx

IV. Match the file types with file extensions:

File Extension File type

1. .docx (a) Adobe Photoshop
2. .psd (b) Graphic files
3. .xls (c) Acrobat portable document format
4. .jpg (d) MS word document file
5. .pdf (e) MS excel spreadsheet file

IV. Answer 1-d, 2-a, 3-e, 4-b, 5-c

V. Answer in one word:

1. Name any device that contains a file.
2. Name a portable storage device.
3. What is the term given for duplicating a file?
4. What are the characters used for specific searching?
5. Name the term used for removing a file.

V. Answer

1. Hard disk, CD, Pen drive
2. Pen drive, CD,
3. Copying
4. Copying
5. Delete

VI. Short answer questions

1. What is a file?
2. Write the syntax of using a file name.
3. What is the path of a file?
4. What is meant by moving a file?
5. What is the use of wild card characters?
6. What are the different parts of a file name?
7. Differentiate between copying a file and moving a file.
8. What is searching?

VI. Short answers

- a. The information stored in a storage device with a specific name is called a file.
- b. <file name>.<Extension> (Example: xyz.docx)
- c. Path is the route through which the user can reach from the source to the destination of a file.

- d. Moving a file is the process of transferring a file from one destination to other. It is also termed as 'Cut and paste'. In this process a file is removed from its original position and made available at an other destination.
- e. Sometimes, we need to search a file in a more specific manner. In such situation, we can use wild card characters along with the file name to be searched. The well-known wild card characters are * and ?.
- f. A file name contains two parts. The first part is the primary name of the file and the second part is the secondary name or extension of a file.
- g. Ans:

Copying a file	Moving a file
The file remains in its original location. A duplicate copy of the file is saves in another location.	The file is removed from its original location to some other location as desired

- h. Searching is the process of finding a file on the computer.

VII. Write the full form of the following:

MPEG ,WMV, WMA , WAVE/WAV, MIDI ,
MP3, WMP, PDF, GIF

VII.

- Ans a) MPEG : Moving Picture Expert Group
- b) WMV : Windows Media Video
- c) WMA : Windows Media Audio
- d) WAVE/WAV : Wave form Audio file Format
- e) MIDI : Musical Instrument Digital Interface

- f) MP3 : MPEG Audio Layer 3
- g) WMP : Windows Media Player
- h) PDF : Portable Document Format
- i) GIF : Graphic Interface File

VIII. Give the description for the following file extensions:

.docx,. xls, .ppt, .gif, .jpg or jpeg, .pdf, .psd, .mp4

VIII.Ans:

- a) .docx : MS Word document file
- b) .xls : MS Excel spreadsheet
- c) .ppt : MS PowerPoint slide
- d) .gif : Graphic interface file
- e) .jpg or jpeg : Graphics jpg format
- f) .pdf : Acrobat portable document format
- g) .psd : Adobe Photoshop
- h) .mp4 : Music file

IX. Mention the shortcut keys for the following.

- a) Open
- b) Save
- c) Copy and Paste
- d) Cut and Paste

IX .Ans:

- a) Open : Ctrl + O
- b) Save : Ctrl + S
- c) Copy and Paste : Ctrl + C and Ctrl + V respectively
- d) Cut and Paste : Ctrl + X and Ctrl + V respectively

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