



Class	Subject	Chapter	Topic	Web link
VI	Computer	FILE MANAGEMENT- ORGANIZATION OF DATA	<p>I. State whether the following statements are True/False:</p> <ol style="list-style-type: none"> 1. We don't require an extension while writing a file name. 2. 'Copy and paste' can also be referred to as moving a file. 3. We can play MP3/MP4/CD on the windows media player. 4. Windows media player allows us to play an audio CD as well as a VCD. 5. Deleting a file means removing it from the drive. 6. Windows does not allow handling multiple files. 7. VLC player allows us to play an audio CD, a VCD and a DVD. <p>II. Fill in the blanks:</p> <ol style="list-style-type: none"> 1. Information is stored in a storage device with a specific name called _____. 2. A file extension is also referred as _____. 3. _____ file type represents the adobe Photoshop file. 4. Duplication of files from one drive to other is called _____ a file. 5. The cut and paste option is also called _____ a file. 6. _____ means locating a file among a set of files. 7. To _____ a file, click the right button of the mouse on the file name and select the delete option. 8. Specific searching can be performed by using _____ characters. 9. _____ name has two parts. 10. The second part of the file name is known as the _____. 11. The deleted file is stored in the _____ bin by default. 12. _____ is the software to store and play audio files. 13. _____ is a media player that supports all audio and video formats and can play high definition recordings. 	

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.

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 |

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