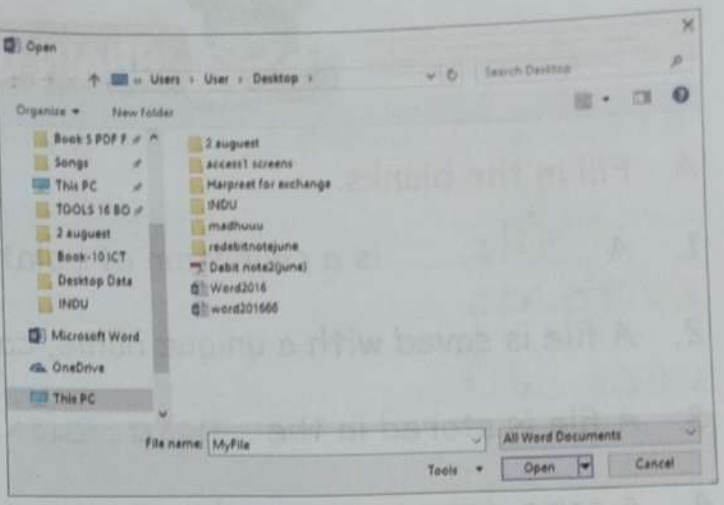
- Choose the location where your file is saved.
- Select the desired file and click on the Open button.




Opening a File

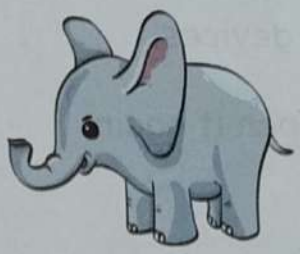
## MY ACTIVITY

10

Pick the first letter of the words given below to get a device that is used to store data.



Parrot



Elephant



Net



Doll



Rose



Icecream



Vegetables



Eraser

P E N

D R I V E

Leela Krishna — My Name

22/02/25 — Date

Teacher's Signature



## BRAIN DEVELOPER

### A. Fill in the blanks.

1. A file is a collection of related information.
2. A file is saved with a unique name, called file name
3. A file is stored in the hard disk
4. A computer can store a large amount of information

**Hints**

File
Information
Hard disk
File name

### B. Write T for True and F for False.

1. Any information in a computer is saved in the form of a file. T
2. A computer cannot store a large amount of information. F
3. CD, DVD, and Pen Drive are storage devices. T
4. Once your file is saved, you cannot open it again. F

### C. Tick (✓) the right answer.

1. Which devices are used to store data in a computer?

   a. Input device ☐ b. Output devices ☐ c. Storage devices ✓

2. Which of the following is a storage place?

   a. Refrigerator ✓ b. Fan ☐ c. Pencil ☐

3. Which of the following storage devices is used in a computer?

   a. Pencil Box ☐ b. Hard Disk ✓ c. Emotional ☐

4. Which command is used to keep a file into a storage device of the computer?

   a. Save ✓ b. Open ☐ c. File ☐

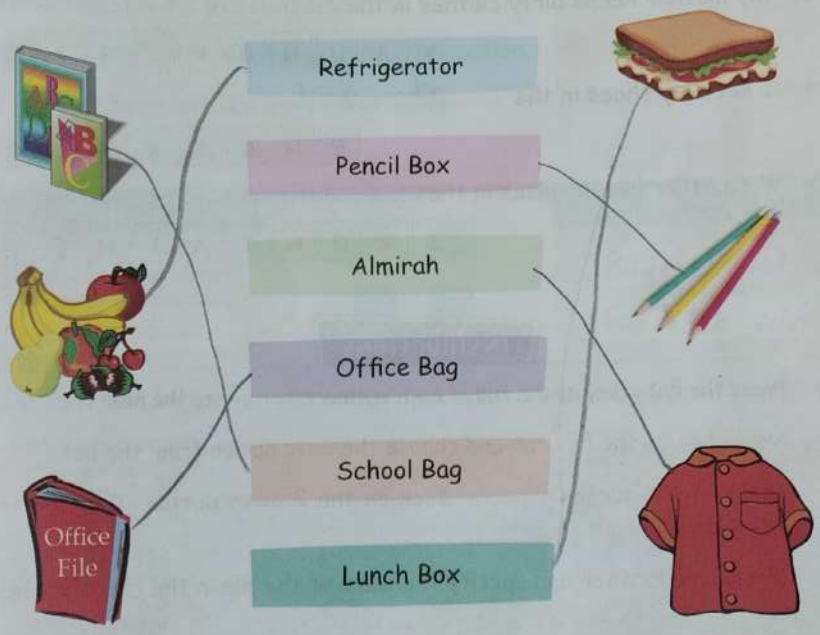
D. Answer in on word.

1. Name a storage place where some objects can be stored. cupboard
2. It is a collection of the related information. file
3. Name a storage device. pen drive
4. It is unique to every file. file name

## MY ACTIVITY

11

Match the item with the correct storage space.




Leela Krishna
My Name

22/02/25
Date

Teacher's Signature



## LAB ACTIVITY

Visit the computer lab and do the following:

- Open the Word document by clicking on the Start > Word.
- Type the following sentences by rearranging the jumbled words.

1. My father carries files to the office in the office bag.

E F F I C O A G B

2. I keep fruits in the fruit basket.

T U I R F T A S K E B

3. My mother keeps dirty clothes in the Laundry bag.

Y A U N D R L B A G

4. I keep my shoes in the Shoe rack.

E H O S K A C R

5. My mother keeps pulses in the Containers.

S R O N T A I N E C

### INSTRUCTIONS

- Press the Enter key at the end of each sentence to move to the next line.
- Now, click on the File tab and choose the Save option from the list.
- The Save As screen appears. Click on the Browse button. The Save As dialog box appears.
- Choose the location and specify the name of the file in the File name text box.
- Click on the Save button.
- Now, click on the Close X button to close the Word application.

## WORKSHEET 3

Chapters 4–7

A. Fill in the blanks.

1. The enter key brings the cursor to the next line.
2. A mouse is kept on the mouse pad
3. The Polygon tool is present in the shapes group.
4. A file is saved with a unique name, called file name

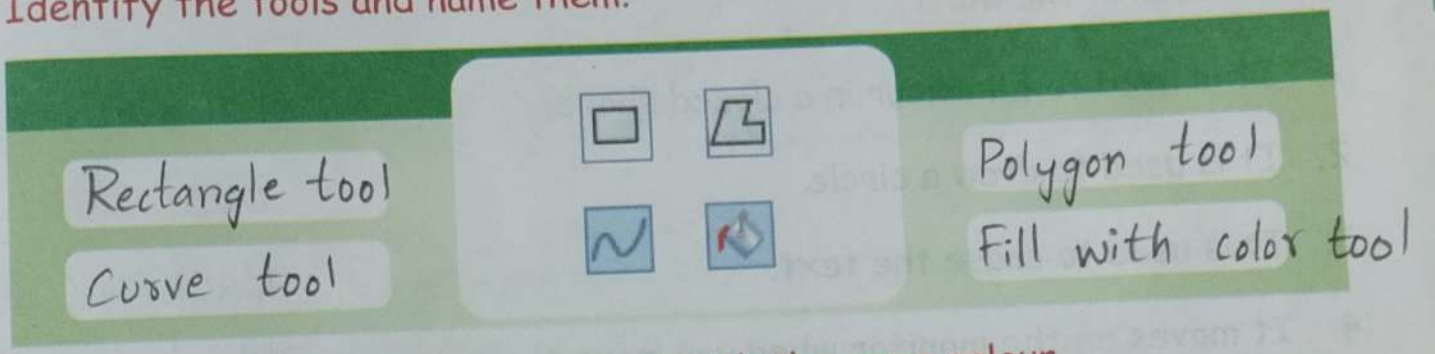
**Hints**

File name
Enter
Mouse Pad
Shapes

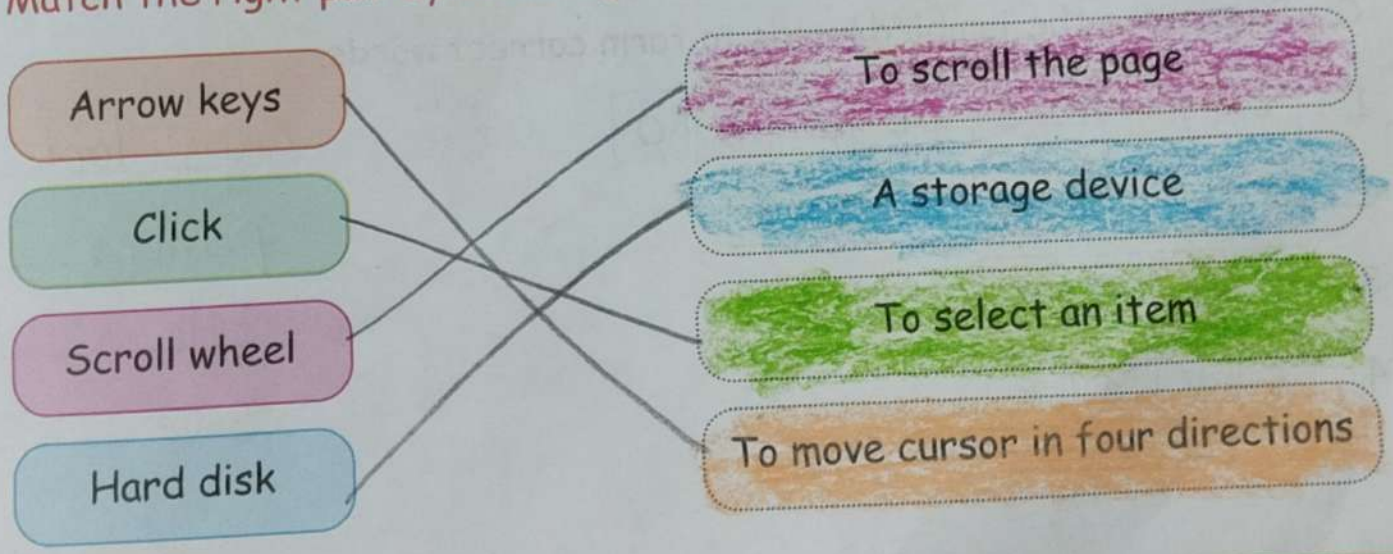
B. Write T for True and F for False.

1. A curve can be modified only three times. F
2. An optical mouse has a ball under it. F
3. A file is a collection of the related information. T
4. The Save command is used to save a file. T

C. Identify the tools and name them.




D. Match the right pair by colouring it with the same colour.



## WORKSHEET 4

Chapters 4–7

**A. Tick (✓) the right answer.**

1. Pressing and releasing the left mouse button twice, in one go, is called

double-clicking

a. Double-clicking ☑ b. Clicking ☐ c. None of these ☐

2. Which tool is use to draw a curve line?

a. Curve ☑ b. Line ☐ c. Shape ☐

3. Which button is used to change the thickness of a line in Paint?

a. Size ☑ b. Line ☐ c. Brush ☐

4. Which of the following is not a storage device?

a. CD ☐ b. Hard disk ☐ c. Microphone ☑

**B. Answer in one word.**

1. It is used to fill colour in a closed shape. Fill with color tool
2. It is used to draw a circle. oval tool
3. It is used to erase the text. Backspace key
4. It moves on the monitor when you move the mouse. Mouse pointer

**C. Rearrange the jumbled words to form correct words.**

1. C P A S L C K O — Caps lock
2. P I O N E T R — pointer
3. F L E I — File
4. S V A E — Save

# Lesson-7

## File Management : An Introduction

### Hardwords :-

1. storage
2. Device
3. Hard disk
4. Memory card
5. Pen drive
6. Information
7. create
8. browse
9. Desktop
10. Location

# Question and Answers

1. What is file ?

A. File is a collection of information stored on some storage device like hard disk, CD, DVD, Pen drive and memory card.

2. What is the need to save our file ?

A. We need to save our file to access it whenever we required. If we don't save our file we cannot use them in future.

3. Write steps to save your file?

A. Step 1:- click on File tab.

Step 2:- Select the save option

The Save As screen will appear

step 3:- click on browse option.

step 4:- choose location.

step 5:- Type name in File name box.

step 6:- click on save button.