

Ch-3 Ubuntu File ManagementTextual Exercise

A. Tick the correct answer.

1.	The document you create is called		
	a. Folder	b. File	c. Text
2.	A group of files stored under a commo	n name is called a	
	a. File	b. Cupboard	c. Folder
3.	Selected files appear	on your screen.	
	a. Highlighted	b. Flashing	c. Colorful
4.	Changing the name of a file/Folder is		
	a. Renaming	b. Copying	c. Moving
5.	Deleted file goes into		
	a. Music Folder	b. Desktop	c. Trash

B. Write 'T' for true and 'F' for False statements.

1.	A file is a collection of data and information.	(T)
2.	A file and folder are represented with the same icon.	(F)
3.	Copying a file removes it from its original location.	(F)
4.	Download folder is used to store all files you download from internet.	(T)
5.	A file can have any numbers of folder in it.	(F)
6.	You can open particular file with a different program.	(T)

C. Fill in the blanks.

- 1. A computer represents files and folder with an <u>lcon</u>.
- **2.** A folder inside another folder is called <u>Subfolder</u>.
- 3. Home folder is used to browse and organize the files and folders on computer .
- 4. You can press CTRL + A keys to select all the files of a folder.
- 5. Renaming a file can help you quickly in locating the file in future.



Extra Questions

1. Define window.

Ans. A window is a rectangular area used to display content of any application or folder.

2. Define subfolder.

Ans. It is a folder within another folder.

3. Write the name of view which displays your file and folder as icons.

Ans. Icon View

Ans. List View

4. Which view is useful when folder contains too many files and we want to see list of all files?

5. Write the shortcut key which is used to rename a file and folder.

Ans. F2

6. Write the shortcut key to copy a file and folder.

Ans. Ctrl + c

7. What is the collection of files is called?

Ans. Folder

8. How many characters can a file name contain?

Ans. 255

9. What is purpose of combination of Ctrl + x key?

Ans. To cut

10. Which combination of keys is used to delete files permanently without storing it into trash folder.

Ans. Shift + delete