

# J&K POLICE PUBLIC SCHOOL, MIRAN SAHIB, JAMMU

**Subject: Computer**

**Class: 6<sup>th</sup>**

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**Assignment: 3**

**M.Marks:20**

## **MCQ's**

**(1 mark each)**

1. A folder which is located inside other folder is called
  - a) Sub folder
  - b) Mini folder
2. A data/information is stored on computer in the form of a
  - a) File
  - b) Drive
3. Where do you store your file to keep them organized?
  - a) Folder
  - b) Envelope
  - c) Cabinet
4. What key do you press on the keyboard when selecting several files that are not listed next to each other?
  - a) ALT
  - b) CTRL
  - c) SHIFT
5. From the following names, identify a possible drive on a storage disk:
  - a) Mydrive
  - b) Drive
  - c) C:
  - d) C:Drive
6. Files named **Sales.xlsx** & **Sales.docx** are identical files:
  - a) True
  - b) False
7. **\*.doc** and **\*.d\*** will always give similar files
  - a) True
  - b) False

8. `A*.bat` and `A???.bat` will always give similar files.
- a) True
  - b) False

### Short answers

1. What is a file-format? **(5 mark )**
2. What is the difference between copying & moving files and folders? **(5 mark )**
3. Give examples of some common file formats. **(2 mark)**