***To be done in the book itself:***


 **Fill in the blanks:**          *(Page No.72, Q. A)*
1. Ans: Folder
2. Ans: Subfolder
3. Ans: Organize
4. Ans: Double-clicking
5. Ans: Renaming
6. Ans: Windows Explorer

**State True or False:**          *(Page No.72, Q. B)*
1. Ans: False
2. Ans: True
3. Ans: True
4. Ans: True
5. Ans: False
6. Ans: True


**Write down the Question-Answers in your computer copy (New page):**

**1. What is a folder? What does it contain?**          *(Page No.73, Q.1)*
Ans: A folder is like a file cabinet, used to store and organize files and folders present in a computer. A folder within a folder is called a sub-folder.

**2. Differentiate between a file and a folder.**
 Ans: Information is stored in a computer in the form of files. It is the common storage unit in a computer. A file can be seen in many formats for example, text files, audio files, image files etc.
A folder is used like a container or a cabinet that carries files or sub-folders in it.