ORGANISING DATA

Multiple Choice Questions

1. What is a folder on a computer?
   a. A type of document
   b. A way to organise files
   c. A computer game
2. How can you rename a folder?
   a. By turning off the computer
   b. By opening it
   c. By clicking on it and choosing 'Rename'
3. Which of the following helps you find files quickly?
   a. Closing all folders
   b. Using a calculator
   c. Organising files into folders
4. What should you do if you can't find a file?
   a. Turn off the computer
   b. Search through folders
   c. Ask a friend to do it for you
5. What is the first step to create a new folder?
   a. Open the file
   b. Close the file
   c. Right-click and select 'New Folder'

Vocabulary Matching

Folder	To move through different areas
File	To give something a new name
Rename	To arrange things in a neat way
Navigate	Space that stores files and other folders
Organise	A way to store related information

A Critical Thinking Questions

1. Why is it important to organise your files and folders on a computer? Give two reasons.

    _____

    _____

    _____

2. Imagine you have a folder named 'Summer Vacation.' What kind of files might you store in that folder? List three examples.

    _____

    _____

    _____

3. If your computer is glitching and showing its drive space is full, what steps could you take to make it work better? List two actions you could perform.

    _____

    _____

    _____

4. Maham is doing her homework on the computer. She has a lot of documents saved in different places. She wants to group them into a folder named 'Homework.' What steps should Maham take to create her 'Homework' folder?

    _____

    _____

    _____

5. Hammad accidentally deleted a folder with his art projects. He wants to recover them. What can he do to try to find his lost folder?

    _____

    _____

    _____

    _____

    _____

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Fill in the Blanks

One day, I decided to _____ (verb) my computer. I wanted to make sure all my files were easy to find. First, I created a new folder called _____ (noun).' Next, I learned how to _____ (verb) a folder. It was really fun! I named it _____ (adjective) Files.' After that, I used my skills to find my favourite file about _____ (noun). Now, I can organise my information like a computer pro!
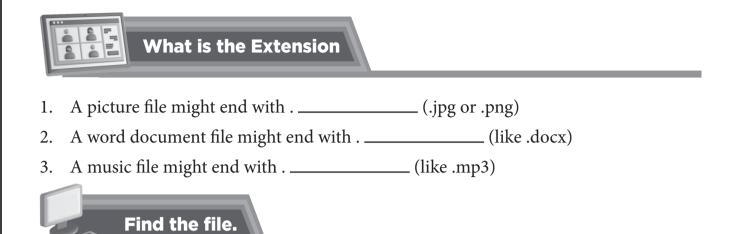
Follow the path

Imagine you have a folder called 'My Pictures.' Inside, there's a folder called 'Animals.' Inside 'Animals,' there's a file called 'Funny Cat.' Draw a flow chart to find the 'Funny Cat' file.

Click on start menu ⟶

What is the Extension

1. A picture file might end with . _____ (.jpg or .png)

2. A word document file might end with . _____ (like .docx)

3. A music file might end with . _____ (like .mp3)

Find the file.

Look at the following address bar and find out where is the 'Wallpapers' file located?

← → ∨ ↑ [] > OneDrive - Hammad System > Pictures > Wallpaper