

First Semester – 2024 – 25

Computer Revision #1

Fill in the blanks with an appropriate option. (Drag and Drop the correct answer on the line)

1. _____ are container that hold files and other folders.
(Folders, Files, Bytes)
2. _____ shortcut key is used to open File Explorer in Windows.
(Alt+E, Shift+Ctrl+E, Windows+E)
3. Information on a computer is saved as a _____.
(Folder, File, Image)
4. _____ button is used to go back to the last action.
(Up, Back, Forward)
5. A file name is made up of _____ parts.
(2, 3, many)
6. _____ key can be used to rename a file or folder.
(F1, F2, F5)
7. _____ will search all the files starting with letter 'k'.
(k*.*, *.*k, k*.k*)
8. The File Explorer in Windows is also known as _____ Manager.
(Folder, Document, File)
9. There are more than _____ readymade artistic effects available.
(20, 45, 75)
10. SmartArt option is available in _____ group of Insert tab.
(Illustration, Images, Symbols)