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Information & Communication Technology

Grade - 10

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ICT Unit 5

Competency 5 : Operating System

Competency Level 5.2 : Introducing File Systems.

- (1). Each file consists of parts. What are those two parts?
- (2). Name the file names and extensions of the files below

- Sport.exe
- Name.docx
- School.pptx
- Image.jpg
- Web.html

- (3). Join the file type on the right corresponding to the file extension on the left.

File Extension	File Type
pptx	Notepad
Exe	Image
Docx	Audio
Xlsx	Word
accdb	Executable
txt	PowerPoint
png	Excel
mp3	Access

(4). What data is maintained on a file by an operating system?

(5). What is the difference between a file and a folder?

(6). Study the textbook pages 160,161 carefully and try to do the following activities.

- Create a folder in drive C with your name.
- Save several files in the folder you created.
- Rename the file you saved to "ICT 2021".
- Delete the folder you created with your name.
- Restore the deleted folder from the Recycle Bin.