Name _____ Date _____

ICT · Files and folders

File Words

Match.

Write the letter.

☐	**1.** file	**a)**	keeps files together
☐	**2.** folder	**b)**	a piece of work
☐	**3.** save	**c)**	change a name
☐	**4.** rename	**d)**	keep your work

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ICT · Files and folders

Organise

Which folder should each file go in?

sun drawing | my holiday story | cat picture | kite poem

Pictures	Stories

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Name _____ Date _____

ICT · Files and folders

Good Names

Circle the better file name.

1.

drawing1

Ali-kite-drawing

2.

Eid-story

asdfg

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b	1. file	a) keeps files together
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