Unit 8 · Organizing Your Digital Life

WORKSHEET

Full marks 33

Name _____ Class _____ Roll no. ____ Date _____ Marks _____ / 33

1 Key words [4]

Fill in the blanks with words from the box. Two words in the box are not needed. Each blank carries 0.5 mark.

3-2-1 rule	**cache**	**data center**	**IMEI**	**password manager**	**permission**	**recovery codes**
sync	**update**	**vault**				

A store of spare copies an app keeps so it can work faster, safe to clear, is its _____. Each thing an app is allowed to use, such as the camera or your location, is a _____. A new version of the operating system or of an app, sent by its maker to close holes that malware uses, is an _____. Keeping the same files on your phone, online and on your laptop, so that a change on one is copied to all, is called _____. Three copies, on two kinds of storage, with one away from home, is the _____. One-time codes kept on paper, for the day your phone is lost, are _____. An app that keeps all your passwords in a locked _____, opened with one master password, is a _____.

2 Label the diagram [2]

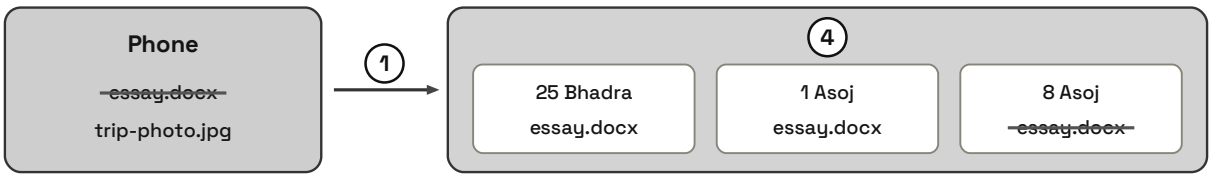
The diagram shows sync and a backup. Write what belongs in place of 1 to 4. Each carries 0.5 mark.

Sync: the same files, kept the same everywhere



Delete essay.docx on the phone: the sync deletes it online and on the laptop too.

Backup: copies kept apart, with old versions



The newest copy lost the essay too, but an older one still has it: restore it from 1 Asoj.

1. _____ 2. _____

3. _____ 4. _____

3 Multiple choice [5]

Choose the correct option for each of the following questions.

i. Which folder path follows the rules for a tree that lasts? [1]

a. Downloads > new > stuff > science2

b. School > Grade 8 (2083) > Science

c. Desktop > 2083-05-09

d. Photos > Phone > Camera > Old > Old 2 > Science

ii. Pooja clears the **cache** of her video app. What happens? [1]

a. Her account and her saved videos are deleted.

b. Space is freed, and the app may load a little slower for a while as it fetches things again.

c. The app is uninstalled.

d. Nothing: the cache takes no space.

iii. An app asks for the **accessibility** permission, to "boost your phone". What should you do? [1]

a. Allow it: boosting needs it.

b. Allow it only while using the app.

c. Don't allow it, and uninstall the app.

d. Allow it, then restart the phone.

iv. Which is a backup, not only a sync? [1]

a. the same notes folder on a phone and a laptop, kept the same by a cloud app

b. a weekly copy of the phone's photos onto an external disk, keeping last month's copies too

c. a second copy of a file in the same folder

d. a photo shared in a chat group

v. Why should your email account have your strongest password and two-step login? [1]

a. Email is used most often.

b. Whoever controls your email can reset the passwords of most of your other accounts.

c. Emails are bigger than other files.

d. Email apps take the most storage.

4 Names that sort themselves [5]

Python's `sorted()` compares names from the left, one character at a time, as many apps' file lists do. Write exactly what the program prints, in the box under it.

a. [2]

```
1  files = ["notes-v2.docx", "notes-v10.docx", "notes-v1.docx", "notes-v9.docx"]
2  print(sorted(files))
3  dates = ["2083-6-14", "2083-5-9", "2083-12-1"]
4  print(sorted(dates))
```

```
OUTPUT
```

b. Rename these files using the pattern date-what-version, with dates written so they sort correctly: i. “Copy of science notes NEW.docx”, saved on 3 Bhadra 2083, the second version; ii. “IMG_20260915.jpg”, a photo of the class’s Teej program on 30 Bhadra 2083; iii. “final essay.docx”, the fourth version of a Nepali essay on the Constitution, saved on 12 Asoj 2083. **[3]**

5 True or false **[3]**

Write True or False after each sentence.

i. Clearing an app’s cache loses nothing of yours: the app fetches it again. ☐

ii. Clearing an app’s data is just as safe as clearing its cache. ☐

iii. A torch app has no need to read your contacts. ☐

iv. An app update sent as an APK file in a family chat group is safe to install. ☐

v. Deleted photos often stay in a Recently deleted folder for 30 days or more, still taking space. ☐

vi. If your files sync to the cloud, you don’t need a backup. ☐

6 Calculation **[3]**

Show your working.

Pooja’s phone has 1.5 GB free, and she needs at least 6 GB free for the school trip. These are safe: clearing the cache (2.6 GB), deleting forwarded videos in the chat app (3.1 GB), uninstalling games nobody plays (2.4 GB). How much more space does she need? Choose two of the safe steps that are enough, and say how much will be free.

Answer:

7 Short answers **[5]**

Write short answers to the following questions.

a. Tenzing keeps his photos on his phone, with a copy on a pen drive in his school bag. Does this follow the 3-2-1 rule? Improve his plan. **[3]**

b. What are an account's recovery options? Why should they be set up before something goes wrong? **[2]**

8 Long answer **[4]**

Write a long answer to the following question.

Your aunt's phone is stolen in a market. She has a wallet app and her email on it. List, in order, what she should do.

9 Think **[2]**

Think, then answer.

In 1998 at Pixar, almost all of Toy Story 2 was deleted by mistake. The studio's backups had not been working, and nobody had checked. The film was saved because a copy of it was on a computer at a team member's home. Which two parts of the 3-2-1 rule does this story show, and why does each matter?

10 Activity: Three apps' permissions (not marked)

On your phone, or a family phone with its owner beside you, open the phone's permission settings. For three apps, list the permissions each has, and whether its job needs them. Change at least one.

App	Its job	Permissions it has	Does its job need them?	What I changed