

1. A drive that is accessible through a network is called _____ .
 - a. Hard drive
 - b. My computer
 - c. Network drive
 - d. Drive
2. Files can be viewed and arranged by _____ .
 - a. Name
 - b. Size
 - c. Type
 - d. All answers are correct
3. A folder can be created _____ .
 - a. On the desktop
 - b. Anywhere on your network drive
 - c. On a flash drive
 - d. All of the answers are correct
4. Icons that look like a traditional manila folder are associated with _____ .
 - a. Files
 - b. Folders
 - c. MS Word
 - d. MS Excel
5. Folders and files are represented by a graphical representation called _____ .
 - a. Menus
 - b. Folders
 - c. Icons
 - d. Files
6. A folder that is located inside another folder is called _____ .
 - a. Folder
 - b. File
 - c. Sub-folder
 - d. Sub-file
7. File management helps to _____ .
 - a. Organize information on your computer
 - b. Drag and drop information only
 - c. Put folders into files to organize data
 - d. Create a hard copy of your files on your computer
8. Keep your file organized by creating _____ .
 - a. Folders
 - b. Icons
 - c. Names
 - d. Extensions

9. Organize your files and folders _____.
 - a. By date order
 - b. In a way that will make it easier for you to use
 - c. By largest to smallest
 - d. By smallest to largest
10. A few days ago, I saved my 20 page research document on my network drive. I turned my paper in but my instructor could not find it and asked for an extra copy. Help! I cannot find the document on my computer. I should _____.
 - a. Recreate it
 - b. Tell my instructor I cannot find it
 - c. Use the search features found on the start menu
 - d. Start opening every folder up on my hard drive
11. If you want to 'undelete' a file or folder, open the Recycle Bin and click on _____.
 - a. Replace
 - b. Cut
 - c. Restore
 - d. Retrieve
12. Storage devices are labeled with a letter that is referred to as the _____ letter.
 - a. Network
 - b. C
 - c. Drive
 - d. A
13. Upon dragging and dropping file from one folder to another folder on the same network drive you are _____.
 - a. Creating a copy of the original
 - b. Deleting it
 - c. Copying it
 - d. Changing its location on your network drive
14. What key do you press on the keyboard when selecting several files that are NOT listed next to each other?
 - a. ALT
 - b. CTRL
 - c. SHIFT
 - d. ESC
15. Where do deleted files go?
 - a. Recycle bin
 - b. Dump
 - c. USB stick
 - d. Gone from computer
16. Which is NOT a folder in Windows?
 - a. Music
 - b. Pictures
 - c. Films
 - d. Documents

17. What letter is used to represent the hard drive of your computer?
 - a. A
 - b. B
 - c. C
 - d. D
18. Which button do you click to change the way your files are listed on the screen, e.g. to change from detailed list to large icons?
 - a. Views
 - b. Print
 - c. Organize
 - d. List
19. What term is used to describe the SIZE of files?
 - a. Kilos
 - b. Bytes
 - c. Bats
 - d. Mega
20. FILE:
 - a. usually separated by a period from the file name and contains three or four letters that identify the type of file. For example, .jpg
 - b. the drive and folders you must go through to get to the folder of file that you want
 - c. a container that provides the means of organized programs and documents on a disk
 - d. a complete, named collection of information. Examples include: programs, documents, graphics, pictures, spreadsheets, databases, etc.
 - e. the layout of a file in terms of how the data within the file is organized so that a program that uses the data in a file can recognize and access data
21. Please select the letter that matches the term: FOLDER
 - a. usually separated by a period from the file name and contains three or four letters that identify the type of file. For example, .jpg
 - b. the drive and folders you must go through to get to the folder of file that you want
 - c. a container that provides the means of organized programs and documents on a disk
 - d. a complete, named collection of information. Examples include: programs, documents, graphics, pictures, spreadsheets, databases, etc.
 - e. the layout of a file in terms of how the data within the file is organized so that a program that uses the data in a file can recognize and access data
22. Please select the correct letter below that matches the term: PATH
 - a. usually separated by a period from the file name and contains three or four letters that identify the type of file. For example, .jpg
 - b. the drive and folders you must go through to get to the folder of file that you want
 - c. a container that provides the means of organized programs and documents on a disk
 - d. a complete, named collection of information. Examples include: programs, documents, graphics, pictures, spreadsheets, databases, etc.
 - e. the layout of a file in terms of how the data within the file is organized so that a program that uses the data in a file can recognize and access data

24. Please select the letter below that matches the term: FILE FORMAT
- usually separated by a period from the file name and contains three or four letters that identify the type of file. For example, .jpg
 - the drive and folders you must go through to get to the folder of file that you want
 - a container that provides the means of organized programs and documents on a disk
 - programs, documents, graphics, pictures, spreadsheets, databases, etc.
 - the layout of a file in terms of how the data within the file is organized so that a program that uses the data in a file can recognize and access data
25. Please select the letter below that matches the term: FILE EXTENSION:
- usually separated by a period from the file name and contains three or four letters that identify the type of file. For example, .jpg
 - the drive and folders you must go through to get to the folder of file that you want
 - a container that provides the means of organized programs and documents on a disk
 - a complete, named collection of information. Examples include: programs, documents, graphics, pictures, spreadsheets, databases, etc.
 - the layout of a file in terms of how the data within the file is organized so that a program that uses the data in a file can recognize and access data
26. The length of a file name in Windows is limited to how many characters?
- 10
 - 255
 - 455
 - As many as you want, there is no limit.
27. Which file name is valid?
- fish>12.jpg
 - ufo pilot*onmars.gif
 - business letter.doc
 - "business letter".doc
28. True or False. When you copy a file to another location, the original file is deleted.
- True
 - False
29. Use _____ when you want to save a file as a different type.
- Save
 - Save Now
 - Save Never
 - Save As
30. Select one method for viewing your computer files.
- My Computer
 - Windows Explorer
 - Either of these
 - Neither of these

32. Which of the following is a general rule you should follow when naming your files?
- a. Must be unique
 - b. Must be in all capital letters
 - c. Can only be 8 characters
33. When naming a file, which of the following is an INCORRECT statement?
- a. Files named in Windows is not case sensitive
 - b. File names should be consistent
 - c. File names should be meaningful
 - d. File extensions typically indicate the file type
34. Which of the following is a way to create a folder:
- a. File > New > Folder; Right click > New > Folder Click the New Folder icon
 - b. Windows automatically creates folders for you
 - c. Open Word, then select Excel
35. Which of the following is NOT a way to delete a folder?
- a. Right click the folder > Delete
 - b. Drag the folder to the Recycle Bin
 - c. Click delete in Word
 - d. Select the folder, press the Delete key