Name:_____ Class:_____ Date:_____

Windows 10 - Module 2: Understanding File Management

1. You must double-click a folder or subfolder in the Address bar to show its contents.
   a. True
   b. False

ANSWER:	False
POINTS:	1
REFERENCES:	Understand Files and Folders Windows 26
LEARNING OBJECTIVES:	BESK.OFIN.16.365 - Analyze a file hierarchy

2. In a window, the Address bar is located just above the title bar.
   a. True
   b. False

ANSWER:	False
POINTS:	1
REFERENCES:	Understand Files and Folders Windows 26
LEARNING OBJECTIVES:	BESK.OFIN.16.365 - Analyze a file hierarchy

3. An address is a sequence of folder names that describe a file's location in a file hierarchy.
   a. True
   b. False

ANSWER:	True
POINTS:	1
REFERENCES:	Understand Files and Folders Windows 26
LEARNING OBJECTIVES:	BESK.OFIN.16.365 - Analyze a file hierarchy

4. Subfolders are folders that are inside of other folders.
   a. True
   b. False

ANSWER:	True
POINTS:	1
REFERENCES:	Understand Files and Folders Windows 26
LEARNING OBJECTIVES:	BESK.OFIN.16.366 - Examine files and folders

Windows 10 - Module 2: Understanding File Management

5. Windows 10 comes with several existing folders.
   a. True
   b. False

ANSWER:	True
POINTS:	1
REFERENCES:	Understand Files and Folders Windows 26
LEARNING OBJECTIVES:	BESK.OFIN.16.366 - Examine files and folders

6. When you click a folder in the Navigation pane of the File Explorer window, you see its contents on the right side of the window in the File list.
   a. True
   b. False

ANSWER:	True
POINTS:	1
REFERENCES:	Understand Files and Folders Windows 26
LEARNING OBJECTIVES:	BESK.OFIN.16.366 - Examine files and folders

7. Subfolders appear shaded under the folders that contain them showing that they are inside that folder.
   a. True
   b. False

ANSWER:	False
POINTS:	1
REFERENCES:	Understand Files and Folders Windows 26
LEARNING OBJECTIVES:	BESK.OFIN.16.366 - Examine files and folders

8. The Address bar is just below the Ribbon.
   a. True
   b. False

ANSWER:	True
POINTS:	1
REFERENCES:	Understand Files and Folders Windows 26
LEARNING OBJECTIVES:	BESK.OFIN.16.365 - Analyze a file hierarchy

Windows 10 - Module 2: Understanding File Management

9. RAM is a permanent storage location.
   a. True
   b. False

   ANSWER: False
   POINTS: 1
   REFERENCES: Create and Save a File
                                    Windows 28
   LEARNING OBJECTIVES: BESK.OFIN.16.253 - Create a file

10. In Details view in File Explorer, you can see each item's name, the date it was modified, and its file type.
    a. True
    b. False

    ANSWER: True
    POINTS: 1
    REFERENCES: Change File and Folder Views
                        Windows 32

11. You can use the Send to command command to copy and paste a file.
    a. True
    b. False

    ANSWER: True
    POINTS: 1
    REFERENCES: Copy Files
                        Windows 36

12. A file extension is a three- or four-letter sequence, preceded by a period, that identifies the file as a particular type of document.
    a. True
    b. False

    ANSWER: True
    POINTS: 1
    REFERENCES: Create and Save a File
                                    Windows 28
    LEARNING OBJECTIVES: BESK.OFIN.16.253 - Create a file

Windows 10 - Module 2: Understanding File Management

13. When you create a new folder, the default name for the folder is Blank folder.
    a. True
    b. False

    ANSWER: False
    POINTS: 1
    REFERENCES: Copy Files
                   Windows 36

14. After you start a program and create a new file, the file only exists in your computer's random access memory
    (RAM).
    a. True
    b. False

    ANSWER: True
    POINTS: 1
    REFERENCES: Create and Save a File
                            Windows 28
    LEARNING OBJECTIVES: BESK.OFIN.16.367 - Start WordPad

15. When saving a file, the Documents folder is the default (automatically selected) storage location.
    _____

    ANSWER: True
    POINTS: 1
    REFERENCES: Create and Save a File
                            Windows 28
    LEARNING OBJECTIVES: BESK.OFIN.16.254 - Save a file

16. Windows 10 lets you search for an app by clicking the Start button and then typing part of its name.
    _____

    ANSWER: True
    POINTS: 1
    REFERENCES: Create and Save a File
                            Windows 28
    LEARNING OBJECTIVES: BESK.OFIN.16.253 - Create a file

17. The QuickLook pane is an area on the right side of the screen that shows you what a selected file looks like without
    opening it. _____

    ANSWER: False - Preview
    POINTS: 1
    REFERENCES: Change File and Folder Views
                            Windows 32
    LEARNING OBJECTIVES: BESK.OFIN.16.368 - Preview files

Windows 10 - Module 2: Understanding File Management

18. When you first save a file, the <u>Save</u> dialog box opens. _____

ANSWER:	False - Save As
POINTS:	1
REFERENCES:	Create and Save a File Windows 28
LEARNING OBJECTIVES:	BESK.OFIN.16.254 - Save a file

19. When you use the Copy command, Windows 10 places a duplicate copy of the file in an area of your computer's RAM called the <u>notepad</u>. _____

ANSWER:	False - clipboard
POINTS:	1
REFERENCES:	Copy Files Windows 36
LEARNING OBJECTIVES:	BESK.OFIN.16.369 - Copy and paste a file

20. When you use the <u>Move</u> command, Windows 10 places a duplicate of the file on the clipboard.

ANSWER:	False - Copy
POINTS:	1
REFERENCES:	Copy Files Windows 36
LEARNING OBJECTIVES:	BESK.OFIN.16.369 - Copy and paste a file

21. Which button on the desktop do you click to examine your existing folder and file structure?
    a. Internet Explorer b. File Explorer
    c. Windows Explorer d. Desktop Explorer

ANSWER:	b
POINTS:	1
REFERENCES:	Explore the Files and Folders on Your Computer Windows 30
LEARNING OBJECTIVES:	BESK.OFIN.16.370 - Navigate to file storage locations

22. A ____ is a three- or four-letter sequence, preceded by a period, that identifies the file type.
    a. filename b. file extension
    c. file suffix d. file property

ANSWER:	b
POINTS:	1
REFERENCES:	Create and Save a File Windows 28
LEARNING OBJECTIVES:	BESK.OFIN.16.254 - Save a file

Windows 10 - Module 2: Understanding File Management

23. In the Save As dialog box, below the Address bar, the _____ contains command buttons that you can click to perform actions.
    a. navigation bar   b. taskbar
    c. File list   d. toolbar

    ANSWER: d
    POINTS: 1
    REFERENCES: Create and Save a File
                         Windows 28
    LEARNING OBJECTIVES: BESK.OFIN.16.254 - Save a file

24. _____ is a Windows 10 program that creates files in RTF format.
    a. Explorer   b. FileMaker
    c. WordPad   d. Paint

    ANSWER: c
    POINTS: 1
    REFERENCES: Create and Save a File
                         Windows 28
    LEARNING OBJECTIVES: BESK.OFIN.16.367 - Start WordPad

25. What is the typical drive letter for the hard drive?
    a. A: b. B:
    c. C: d. D:

    ANSWER: c
    POINTS: 1
    REFERENCES: Explore the Files and Folders on Your Computer
                         Windows 30
    LEARNING OBJECTIVES: BESK.OFIN.16.370 - Navigate to file storage locations

26. A USB Flash drive is a(n) _____ disk.
    a. floppy   b. hard drive
    c. internal   d. removable

    ANSWER: d
    POINTS: 1
    REFERENCES: Windows 30
                         Explore the Files and Folders on Your Computer
    LEARNING OBJECTIVES: BESK.OFIN.16.370 - Navigate to file storage locations

Windows 10 - Module 2: Understanding File Management

27. When you view the File list on the C: drive, you will see the ____ folder.
    a. Users   b. People
    c. Creators   d. Files

ANSWER:	a
POINTS:	1
REFERENCES:	Explore the Files and Folders on Your Computer Windows 30
LEARNING OBJECTIVES:	BESK.OFIN.16.371 - Open folders

28. The Documents folder is in the ____ folder.
    a. Users   b. My Files
    c. My Computer   d. People

ANSWER:	a
POINTS:	1
REFERENCES:	Explore the Files and Folders on Your Computer Windows 30
LEARNING OBJECTIVES:	BESK.OFIN.16.371 - Open folders

29. The set of appearance choices for files and folders is known as the ____.
    a. Hierarchy   b. View
    c. Design   d. Order

ANSWER:	b
POINTS:	1
REFERENCES:	Change File and Folder Views Windows 32
LEARNING OBJECTIVES:	BESK.OFIN.16.372 - View files as large icons

30. Windows 10 offers eight different ____ for viewing your files and folders.
    a. styles   b. designs
    c. themes   d. layouts

ANSWER:	d
POINTS:	1
REFERENCES:	Change File and Folder Views Windows 32
LEARNING OBJECTIVES:	BESK.OFIN.16.372 - View files as large icons

Windows 10 - Module 2: Understanding File Management

31. The Sort by button allows you to sort your files using several ____.
    a. criteria   b. lists
    c. languages   d. prompts

    ANSWER: a
    POINTS: 1
    REFERENCES: Change File and Folder Views
                             Windows 32
    LEARNING OBJECTIVES: BESK.OFIN.16.373 - Sort files

32. While looking at your list of files and folders, you can also preview them without ____ them.
    a. deleting   b. copying
    c. opening   d. closing

    ANSWER: c
    POINTS: 1
    REFERENCES: Change File and Folder Views
                             Windows 32
    LEARNING OBJECTIVES: BESK.OFIN.16.368 - Preview files

33. Which tab in Windows do you use to open a file?
    a. New   b. File
    c. Open   d. Edit

    ANSWER: b
    POINTS: 1
    REFERENCES: Open, Edit, and Save Files
                             Windows 34
    LEARNING OBJECTIVES: BESK.OFIN.16.374 - Open a file

34. Making changes to a document is also known as ____.
    a. processing   b. editing
    c. fixing   d. changing

    ANSWER: b
    POINTS: 1
    REFERENCES: Open, Edit, and Save Files
                             Windows 34
    LEARNING OBJECTIVES: BESK.OFIN.16.375 - Edit a file

Windows 10 - Module 2: Understanding File Management

35. When you save an existing file, the _____ dialog box does not open.
    a. New   b. Exit
    c. Save As   d. Save

    ANSWER: c
    POINTS: 1
    REFERENCES: Open, Edit, and Save Files
                                 Windows 34
    LEARNING OBJECTIVES: BESK.OFIN.16.254 - Save a file

36. If you open a file and make changes to it and then save the changes, that file has been _____.
    a. edited   b. duplicated
    c. formatted   d. saved as another file

    ANSWER: a
    POINTS: 1
    REFERENCES: Open, Edit, and Save Files
                                 Windows 34
    LEARNING OBJECTIVES: BESK.OFIN.16.254 - Save a file

37. A copy or replacement of a file is known as a(n) _____.
    a. extra   b. double
    c. dupe   d. backup

    ANSWER: d
    POINTS: 1
    REFERENCES: Copy Files
                                 Windows 36
    LEARNING OBJECTIVES: BESK.OFIN.16.369 - Copy and paste a file

38. When you copy a file, a duplicate remains on the _____.
    a. clipboard   b. flash drive
    c. hard drive   d. desktop

    ANSWER: a
    POINTS: 1
    REFERENCES: Copy Files
                                 Windows 36
    LEARNING OBJECTIVES: BESK.OFIN.16.369 - Copy and paste a file

Windows 10 - Module 2: Understanding File Management

39. In File Explorer, the New Folder button is in the New group on the _____ tab on the Ribbon.
    a. Edit   b. Home
    c. File   d. New

    ANSWER: b
    POINTS: 1
    REFERENCES: Copy Files
                                       Windows 34
    LEARNING OBJECTIVES: BESK.OFIN.16.376 - Create a new folder

40. When you cut and paste a file, you are actually _____ it.
    a. deleting   b. storing
    c. moving   d. copying

    ANSWER: c
    POINTS: 1
    REFERENCES: Move and Rename Files
                                       Windows 38
    LEARNING OBJECTIVES: BESK.OFIN.16.377 - Cut and paste a file

41. To rename a file in File Explorer, click the Rename button in the _____ group.
    a. File   b. Naming
    c. Filter   d. Organize

    ANSWER: d
    POINTS: 1
    REFERENCES: Move and Rename Files
                                       Windows 38
    LEARNING OBJECTIVES: BESK.OFIN.16.378 - Rename a file

42. In File Explorer, the Paste button is in the _____ group.
    a. Clipboard   b. Edit
    c. Rename   d. Home

    ANSWER: a
    POINTS: 1
    REFERENCES: Move and Rename Files
                                       Windows 38
    LEARNING OBJECTIVES: BESK.OFIN.16.377 - Cut and paste a file

Windows 10 - Module 2: Understanding File Management

43. You can quickly find any file, folder, or program using ____.
    a. Windows 10   b. Windows Help
    c. Windows Finder   d. Windows Search

    ANSWER: d
    POINTS: 1
    REFERENCES: Search for Files and Folders
                              Windows 40
    LEARNING OBJECTIVES: BESK.OFIN.16.379 - Search for a file

44. Search text is also known as search ____.
    a. clues   b. criteria
    c. keywords   d. filters

    ANSWER: b
    POINTS: 1
    REFERENCES: Search for Files and Folders
                              Windows 40
    LEARNING OBJECTIVES: BESK.OFIN.16.379 - Search for a file

45. The ____ button limits your search to the files and folders in your storage locations on the device being search.
    a. Personal   b. User
    c. My Stuff   d. Device

    ANSWER: c
    POINTS: 1
    REFERENCES: Search for Files and Folders
                              Windows 40
    LEARNING OBJECTIVES: BESK.OFIN.16.379 - Search for a file

46. As you search for a file, a green progress bar appears in the ____ bar.
    a. File list   b. Taskbar
    c. Details pane   d. Address bar

    ANSWER: d
    POINTS: 1
    REFERENCES: Search for Files and Folders
                              Windows 40
    LEARNING OBJECTIVES: BESK.OFIN.16.379 - Search for a file

Windows 10 - Module 2: Understanding File Management

47. One way to open a found file is to _____ it.
    a. double-click   b. click
    c. hover over   d. left-click

    ANSWER: a
    POINTS: 1
    REFERENCES: Search for Files and Folders
                                 Windows 40
    LEARNING OBJECTIVES: BESK.OFIN.16.380 - Open a found file

48. Emptying the Recycle Bin frees up _____ on your computer.
    a. RAM   b. storage space
    c. room on the flash disk   d. room on the desktop

    ANSWER: b
    POINTS: 1
    REFERENCES: Delete and Restore Files
                                 Windows 42
    LEARNING OBJECTIVES: BESK.OFIN.16.381 - Empty the Recycle Bin

49. Files and folders that have been placed in the Recycle Bin can be _____.
    a. recycled   b. copied
    c. restored   d. replaced

    ANSWER: c
    POINTS: 1
    REFERENCES: Delete and Restore Files
                                 Windows 42
    LEARNING OBJECTIVES: BESK.OFIN.16.382 - Restore a file

50. When you delete files from a(n) _____, they do not go to the Recycle Bin.
    a. USB flash drive   b. hard drive
    c. folder   d. list

    ANSWER: a
    POINTS: 1
    REFERENCES: Delete and Restore Files
                                 Windows 42
    LEARNING OBJECTIVES: BESK.OFIN.16.383 - Delete a file

Windows 10 - Module 2: Understanding File Management

51. .rtf is an example of a(n) _____.
    a. Excel document   b. file extension
    c. type of RAM   d. file size

    ANSWER: b
    POINTS: 1
    REFERENCES: Create and Save a File
                               Windows 28
    LEARNING OBJECTIVES: BESK.OFIN.16.253 - Create a file

52. To see the storage locations available on your computer, click _____ in the Navigation pane of File Explorer.
    a. My Stuff   b. This PC
    c. Personal   d. My Documents

    ANSWER: b
    POINTS: 1
    REFERENCES: Create and Save a File
                   Windows 28

53. The WordPad program creates files in _____ format.
    a. DOC   b. DOCX
    c. RTF   d. USB

    ANSWER: c
    POINTS: 1
    REFERENCES: Create and Save a File
                               Windows 28
    LEARNING OBJECTIVES: BESK.OFIN.16.253 - Create a file

54. A File Explorer window contains the File list, the Address bar and the _____ pane.
    a. groups   b. Icon view
    c. categories   d. Navigation

    ANSWER: d
    POINTS: 1
    REFERENCES: Explore the Files and Folders on Your Computer
                               Windows 30
    LEARNING OBJECTIVES: BESK.OFIN.16.366 - Examine files and folders

Windows 10 - Module 2: Understanding File Management

55. A _____ is the name given to a folder inside another folder.
   a. subfolder   b. subfile
   c. pane   d. charm

   ANSWER: a
   POINTS: 1
   REFERENCES: Understand Files and Folders
                                Windows 26
   LEARNING OBJECTIVES: BESK.OFIN.16.365 - Analyze a file hierarchy

56. Which of the following is not a storage device?
   a. hard drive   b. USB flash drive
   c. DVD   d. RAM

   ANSWER: d
   POINTS: 1
   REFERENCES: Create and Save a File
                                Windows 28
   LEARNING OBJECTIVES: BESK.OFIN.16.254 - Save a file

57. The files and folders on your computer are organized in a(n) _____, a system that arranges files and folders in different levels.

   ANSWER: file hierarchy
   POINTS: 1
   REFERENCES: Understand Files and Folders
                                Windows 26
   LEARNING OBJECTIVES: BESK.OFIN.16.365 - Analyze a file hierarchy

58. After you start a program and create a new file, the file exists only in your computer's _____, which is a temporary storage location.

   ANSWER: random access memory, RAM
   POINTS: 1
   REFERENCES: Create and Save a File
                                Windows 28
   LEARNING OBJECTIVES: BESK.OFIN.16.253 - Create a file

59. The _____ folder contains a subfolder for each user account on a computer.

   ANSWER: Users
                    users
   POINTS: 1
   REFERENCES: Explore the Files and Folders on Your Computer
                  Windows 30

Windows 10 - Module 2: Understanding File Management

60. You can _____ your folders and files to change the order they are listed.

ANSWER: sort
POINTS: 1
REFERENCES: Change File and Folder Views
                             Windows 32
LEARNING OBJECTIVES: BESK.OFIN.16.373 - Sort files

61. When you save an existing file that you have changed, you use the _____ command.

ANSWER: Save
POINTS: 1
REFERENCES: Open, Edit, and Save Files
                             Windows 34
LEARNING OBJECTIVES: BESK.OFIN.16.254 - Save a file

62. The search text you type is called your _____.

ANSWER: search criteria
POINTS: 1
REFERENCES: Search for Files and Folders
                             Windows 40
LEARNING OBJECTIVES: BESK.OFIN.16.379 - Search for a file

63. When you _____ a file, the file is transferred to a new location and no longer exists in its original location.

ANSWER: move
POINTS: 1
REFERENCES: Move and Rename Files
                             Windows 38
LEARNING OBJECTIVES: BESK.OFIN.16.377 - Cut and paste a file

Windows 10 - Module 2: Understanding File Management

64. Describe the similarities and differences between using Save and Save As to save a new file and an existing file.

ANSWER: Save and Save As work in the same way when you first save a file. In both cases, a Save As dialog box opens so you can select the drive and folder where you want to save the file and you can enter a filename for the new file.

          If you open, modify, and then save an existing file, Save will save the file under the same name on the same drive and in the same folder. Save As, on the other hand, will open a Save As dialog box, and you have the option of saving the file under a new filename, in a different folder, on a different drive, or by using any combination of these options.

POINTS: 1
REFERENCES: Open, Edit, and Save Files
          Windows 34
LEARNING OBJECTIVES: BESK.OFIN.16.254 - Save a file
TOPICS: Critical Thinking

65. What does it mean to restore a file and how do you do it?

ANSWER: When you delete a file or folder from the hard drive, it is placed in the Recycle Bin on the desktop. The contents of the Recycle Bin remain there until the Recycle Bin is emptied. If you need a file that you have deleted, you can restore it, which means that it leaves the Recycle Bin and is placed in its original location. To restore a file or folder, you double-click the Recycle Bin to open it. When you see the file or folder you wish to restore, select it, and then choose Restore the selected items button in the Restore group on the Recycle Bin Tools Manage tab. It is important to note that items deleted from a removable drive cannot be restored.

POINTS: 1
REFERENCES: Delete and Restore Files
          Windows 42
LEARNING OBJECTIVES: BESK.OFIN.16.382 - Restore a file
TOPICS: Critical Thinking

66. Explain how you can search for a lost file on your computer and limit retrieval to only files on your computer.

ANSWER: First click in the search box on the taskbar and then type your search criteria. When the Search menu opens with possible matches, click My Stuff near the bottom of the menu. This will limit the search to files and folders in your storage locations on the current device.

POINTS: 1
REFERENCES: Search for Files and Folders
          Windows 40
LEARNING OBJECTIVES: BESK.OFIN.16.379 - Search for a file
TOPICS: Critical Thinking

Windows 10 - Module 2: Understanding File Management

Todd works for an advertising firm and handles advertising projects for various clients. To keep track of the projects he has for each client, he wants to organize the client and project files on his hard disk so that he can quickly locate them.

67. Describe how Todd can effectively organize his files for each client and each of the projects he handles for them.

ANSWER:	Todd should create a folder for each client, and within each client's folder, he should create subfolders for each project.
POINTS:	1
REFERENCES:	Understand Files and Folders
	Windows 26
LEARNING OBJECTIVES:	BESK.OFIN.16.366 - Examine files and folders
TOPICS:	Critical Thinking

68. Todd's new client owns a chain of jewelry stores in Washington. He has three stores, one in Seattle, one in Spokane, and one in Tacoma. In the future, he plans to expand to other states. What would be a good folder structure for the documents he needs to store for each of the three stores in Washington.

ANSWER:	Todd should create one folder named Washington and then three subfolders within the Washington folder named Seattle, Spokane, and Tacoma.
POINTS:	1
REFERENCES:	Understand Files and Folders
	Windows 27
LEARNING OBJECTIVES:	BESK.OFIN.16.366 - Examine files and folders
TOPICS:	Critical Thinking

69. Todd has accidentally deleted his Spokane folder. How can he retrieve it?

ANSWER:	Todd can open the Recycle Bin, select the Spokane folder, and then choose Restore the selected items button in the Restore group on the Recycle Bin Tools Manage tab. The Spokane folder will be restored to its original location.
POINTS:	1
REFERENCES:	Delete and Restore Files
	Windows 42
LEARNING OBJECTIVES:	BESK.OFIN.16.382 - Restore a file
TOPICS:	Critical Thinking

Match each term with the correct definition or description below.

a. search criteria

b. subfolder

c. layout

d. file extension

e. USB flash drive

f. backup

REFERENCES:	Change File and Folder Views

Name: _____ Class: _____ Date: _____

Windows 10 - Module 2: Understanding File Management

Copy Files
Create and Save a File
Search for Files and Folders
Understand Files and Folders
Windows 26
Windows 28
Windows 32
Windows 36
Windows 40

LEARNING OBJECTIVES: BESK.OFIN.16.253 - Create a file
BESK.OFIN.16.254 - Save a file
BESK.OFIN.16.366 - Examine files and folders
BESK.OFIN.16.369 - Copy and paste a file
BESK.OFIN.16.372 - View files as large icons
BESK.OFIN.16.379 - Search for a file

70. A folder contained within another folder

ANSWER: b
POINTS: 1

71. One or more pieces of information that helps Windows 10 locate the file you want

ANSWER: a
POINTS: 1

72. One of 8 different ways to view your files and folders

ANSWER: c
POINTS: 1

73. A set of characters at the end of a filename used to identify the file type

ANSWER: d
POINTS: 1

74. Small, portable storage media

ANSWER: e
POINTS: 1

75. A copy of a file that is stored externally in case something happens to the original file

ANSWER: f
POINTS: 1