

Managing Your Files Quiz

1. (1.0 point)

___ disks are permanently stored on a computer.

- a. Compact
- b. Zip
- c. Floppy
- d. Hard

2. (1.0 point)

The term "folder window" refers to any window that displays the contents of a folder, including the ___ windows.

- a. Computer
- b. Windows Explorer
- c. Recycle Bin
- d. All of the above

3. (1.0 point)

The top level of the file system is known as the ___.

- a. directory
- b. operating system
- c. root directory
- d. hierarchy

4. (1.0 point)

___ are considered removable media.

- a. USB flash drives
- b. CDs
- c. DVDs
- d. all of the above

5. (1.0 point)

Your computer has a hard drive, a CD drive, and a USB drive. If you install a second USB drive, it will most likely be assigned the letter ___.

- a. A
- b. C
- c. D
- d. F

6. (1.0 point)

Which of the following is likely to be the drive letter for a USB drive?

- a. A
- b. B
- c. C
- d. D

7. (1.0 point)

___ makes it easy to navigate from one location to another within the file hierarchy.

- a. Microsoft Internet Explorer
- b. Windows Explorer
- c. The Computer window
- d. Folders Manager

8. (1.0 point)

_____ shows the drives on your computer, making it easy to perform system tasks, such as viewing system information.

- a. Microsoft Internet Explorer
- b. Windows Explorer
- c. The Computer window
- d. Folders Manager

9. (1.0 point)

The left pane in the Windows Explorer window is sometimes called the _____.

- a. Computer index
- b. Navigation pane
- c. Folders group
- d. View index

10. (1.0 point)

The _____ bar displays your current folder as a series of locations separated by arrows.

- a. Location
- b. View
- c. Display
- d. Address

11. (1.0 point)

A(n) _____ displays similar types of files together, no matter where they are stored.

- a. folder
- b. library
- c. menu
- d. hierarchy

12. (1.0 point)

Which of the following can be used in a folder name?

- a. :
- b. |
- c. ?
- d. %

13. (1.0 point)

You can change the name of a file using the _____ command on the file's shortcut menu.

- a. Rename
- b. Change Name
- c. New Name
- d. Assign Name

14. (1.0 point)

Hard disks can contain many _____ of data and are economical.

- a. terabytes
- b. gigabytes
- c. microbytes
- d. exabytes

15. (1.0 point)

If you copy the most recent version of a file to a folder on a removable storage medium, you effectively have a(n) ____ of a file that you need.

- a. backup
- b. link
- c. pane
- d. index

16. (1.0 point)

If you store your files on ____, you can use a simpler organization than when you store your files on a hard disk.

- a. removable media
- b. a USB drive
- c. a rewritable CD
- d. any of the above

17. (1.0 point)

How many tools does Windows 7 provide for exploring the files and folders on your computer?

- a. 1
- b. 2
- c. 3
- d. 4

18. (1.0 point)

Another term for compressed folder is ____ folder.

- a. zipped
- b. zapped
- c. knotted
- d. extracted

19. (1.0 point)

You need to insert a hard disk each time you use a computer.

- a. True
- b. False

20. (1.0 point)

Folders cannot contain other folders.

- a. True
- b. False

21. (1.0 point)

The best place to store your documents is in the root directory of the hard disk.

- a. True
- b. False

22. (1.0 point)

You should not reorganize or change any folder that contains installed software, because Windows expects to find the files for specific programs within certain folders.

- a. True
- b. False

23. (1.0 point)

You should not make changes to the folders that contain the Windows operating system.

- a. True
- b. False

24. (1.0 point)

The type of disk you use to store files determines how you organize those files.

- a. True
- b. False

25. (1.0 point)

To display or hide the Folders list in a folder window, click the Display button in the Navigation pane.

- a. True
- b. False

26. (1.0 point)

You cannot use spaces in your filenames.

- a. True
- b. False

27. (1.0 point)

The files named Sales.xlsx and Sales.docx are identical files.

- a. True
- b. False

28. (1.0 point)

Be sure to give your files and folders meaningful names that will help you remember their purpose and contents.

- a. True
- b. False

29. (1.0 point)

When you delete a folder, you delete all the files it contains.

- a. True
- b. False

30. (1.0 point)

When you delete a file from a removable media, it goes into the Recycle Bin.

- a. True
- b. False

31. (1.0 point)

To make it easy to retrieve files, you arrange them logically into folders.

- a. True
- b. False

32. (1.0 point)

When you click the expand icon next to a folder in Windows Explorer, a(n) conceal icon appears next to the folder icon.

- a. True
- b. False

33. (1.0 point)

The Windows Explorer window is divided into two sections, called groups.

- a. True
- b. False

34. (1.0 point)

When you right-click and drag a file you want to move to the destination folder, you then click Transfer Here on the resulting shortcut menu to move the file.

- a. True
- b. False

35. (1.0 point)

As you work with files, pay attention to extensions; they provide important information about the file, including its contents and purpose.

- a. True
- b. False

36. (1.0 point)

When you create a(n) extracted folder, Windows displays a zipper on the folder icon.

- a. True
- b. False