Please write the letter of the best answer to the following questions.

# Where do people place files they’re frequently changing? \_\_\_\_\_

1. In the Recycle Bin.
2. On the Desktop.
3. On a Flash Drive.
4. In the permanent topic Folder.

# What is the purpose of the Recycle Bin? \_\_\_\_\_

1. To save text deleted from a document.
2. To permanently save deleted files.
3. To temporarily retain deleted files and folders.
4. To protect from file loss during a disk failure.

# Where can you find the last date and time a file was changed? \_\_\_\_\_

1. In the File’s Properties dialog box.
2. In the file detail view shown in the Windows Explorer.
3. It’s the same date and time shown for the Library.
4. Choice a & b.

## What control that takes me directly to My Documents? \_\_\_\_

1. The Folder icon on the Task Bar.
2. Double click the RIGHT Mouse button.
3. There is no control available.
4. The “documents” entry in the right panel of the Start menu.

## What is the benefit of using a Shortcut? \_\_\_\_

1. The file can be opened from the desktop.
2. Disk space is conserved.
3. The file is no longer present in the hierarchy.
4. There are no benefits.

# Where can I find the option to rename or delete a file? \_\_\_\_\_

1. In the Start Menu right panel.
2. When the file is first created.
3. While I’m editing the contents of the file.
4. From the file options displayed with the Right mouse button.

# Why is it important to give folders meaningful names? \_\_\_\_\_

1. It is mandatory in the Windows environment.
2. Windows reviews all file folder names and will delete duplicates.
3. Only important files should have meaningful folder names.
4. It is much easier to determine the content of the data files.

# Are there limits to number of folders that I can create? \_\_\_\_\_

1. No, there are no limits.
2. Yes, folders must contain one or more files.
3. Yes, you can’t use the same folder name twice.
4. Yes, you can’t use the same folder name within a folder.

# What different ways are used to open the Windows Explorer? \_\_\_\_\_

1. Click on the Computer icon or Computer reference in the Start menu.
2. Click on a file folder icon in the Windows Explorer.
3. Click on the folder holder icon in the Task Bar”.
4. All of the above.

# Why should we use folders to store files? \_\_\_\_\_

1. Minimize disk space.
2. Make the computer easier to maintain.
3. To create a more logical means to organize files.
4. So the Windows Explorer will work!