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

# What Window’s service is used to search for a data file? \_\_\_\_\_

1. The Start Menu Search Box.
2. Microsoft Word.
3. The Desktop.
4. The Recycle Bin.

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

1. On the Icon representing the file.
2. In the file details shown in the Windows Explorer.
3. In the file properties display.
4. Answers b & c.

# Where do files go when they are deleted? \_\_\_\_\_

1. Into an icon on the desktop.
2. Into the “bit bucket”, removed from the system.
3. Onto the Flash Drive if one is mounted on the system.
4. Into the Recycle Bin.

# 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 file.

# 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. We shouldn’t use folders.