

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

1) How do you display the File Explorer Ribbon? _____

- a) The ribbon is always displayed.
- b) Using the View Tab.
- c) Left-click on the small "v" in the upper right of the window.
- d) Right-click on the title bar.

2) What is the purpose of the File Explorer Ribbon? _____

- a) To protect from deleting files.
- b) To display visual representations of the available tools.
- c) To restrict access to the file system.
- d) To make the file explorer look like all of the Microsoft applications.

3) How do you open the Shared (S:) Drive? _____

- a) Left-click on the Shared (S:) drive that appears in the Navigation Pane".
- b) Enter Shared (S:) in the Search input field.
- c) The Shared (S:) isn't available.
- d) Both choice a) and b).

4) What is the purpose of the Downloads folder? _____

- a) It collects all deleted files.
- b) In is used to store files downloaded from e-mail and web sites.
- c) It stores all Windows updates and schedules them at night.
- d) It keeps track of all newly created folders.

5) What are three of the six default folder names? _____

- a) Documents, Pictures, and Movies.
- b) Downloads, Uploads, and Documents.
- c) Documents, News articles, and Pictures.
- d) Documents, Pictures, and Videos.

6) When would I use Save As rather than Save? _____

- a) To save an existing document using a different file name.
- b) To save my Resume in a different folder.
- c) To save an existing document using a different name in a different folder.
- d) All of the above.

7) Why is it important to give folders meaningful names? _____

- a) It is mandatory in the Windows environment.
- b) Windows won't allow names that have no meaning.
- c) Only important files should have meaningful folder names.
- d) It is easier to determine the content of the data files within the folders.

8) When you create and save a file using an application... _____

- a) It does not require a file name.
- b) You don't have to select a folder in which to place the file.
- c) It is temporarily saved in the Downloads folder until you close the application.
- d) You always create a new file with a new file name in an existing folder.

9) When I search for an application I _____

- a) Open the Start menu and search for the application name.
- b) Click on the Search tool in the Task Bar and enter the application name.
- c) Click on the Start menu and immediately enter the application name.
- d) All of the above.

10) Why should we use folders to store files? _____

- a) Minimize disk space.
- b) Make the computer easier to maintain.
- c) To create an easier way to store and find files.
- d) To prove the File Explorer actually works!