

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

**1) What of these statements about Move and Copy are correct? \_\_\_\_\_**

- a) A Move deletes the original file from the current location.
- b) A Copy retains the original file in the current location.
- c) Both Move and Copy transfer a copy of the file to a new location.
- d) All of the above.

**2) When you delete a file from the file system where does it go? \_\_\_\_\_**

- a) To the Downloads folder.
- b) To the Deleted Documents folder.
- c) Nowhere, it is destroyed and lost.
- d) To the Recycle Bin.

**3) How can you see the contents of a removable drive? \_\_\_\_\_**

- a) Use the File Explorer and look in the Documents folder.
- b) Find the drive under "This PC" in the Navigation Pane and left-click on the drive letter.
- c) Insert the drive wait for the contents to appear on the desktop.
- d) Answers b) and c).

**4) Where do files go when you use the Copy or Cut option? \_\_\_\_\_**

- a) Into the system Clipboard.
- b) Into the Recycle Bin.
- c) They are not copied until a final location is selected.
- d) To the Desktop.

**5) What of these statements about "Quick Access" are correct? \_\_\_\_\_**

- a) Folders in the "Quick Access" item are located faster than "This PC"
- b) Quick Access folders are those recently accessed by another application.
- c) Quick Access is a duplicate of the folders in the "This PC" item.
- d) There is no useful purpose for the Quick Access index.

**6) Why should I use Copy To rather than Copy and Paste to move a file?** \_\_\_\_\_

- a) Copy To offers more control because the destinations are displayed.
- b) The Copy To takes longer to copy than the Copy command.
- c) I don't think then are identical, Copy To is easier to use.
- d) Answers a) and c).

**7) What happens to the files when they are delete?** \_\_\_\_\_

- a) The files are removed from the system.
- b) The files move to the Recycle bin.
- c) The files remain under the next higher folder in the hierarchy.
- d) They are placed in the special "No folder" subdirectory.

**8) How can I restore I file that I've just deleted?** \_\_\_\_\_

- a) Call the instructor.
- b) Open the folder and click the undo tool.
- c) There is no option to restore a file.
- d) Select the file in the Recycle bin and click the **Restore Item** tool.

**9) Why do you create and use a Shortcut?** \_\_\_\_\_

- a) There is no reason to use them
- b) Shortcut Icons don't really work.
- c) Shortcut Icons alter the contents of a file.
- d) Shortcut Icons are an efficient way to locate and open frequently used files.

**10) Why should you use a removable drive?** \_\_\_\_\_

- a) Because it's cool to have one.
- b) To store files and folders on a separate portable device.
- c) As an additional drive permanently attached to the computer.
- d) Because your computer may run out of disk storage space.