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

# What drive locations are found on most Windows computers? \_\_\_

1. Drive A, Drive B, Drive C.
2. Drive C, Drive D.
3. Drive A and Drive C through H
4. Drive designations vary widely.

# What drive is typically used to store data and programs? \_\_\_\_

1. Drive A.
2. Drive B
3. Drive C.
4. Spread across all drives proportionally.

# Where can you find information about the PC’s drives? \_\_\_\_

1. In the PC Hardware Manual.
2. On the back of the computer.
3. Under the Start Menu “Computer” option.
4. When the system starts up.

# How do you open the Windows File 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.

# What is best describes the Windows file hierarchy? \_\_\_\_

1. A pile of document folders.
2. A fixed number of folders assigned to a Drive.
3. A sequence of file folders grouped into a logical order.
4. An ever changing sequence of folders and files.

# What is the tool used to show the location of a file? \_\_\_\_

1. The Internet Explorer.
2. The Start Menu Search box.
3. The Desktop Icons.
4. There are no tools available.

# Where is the file or folder hierarchy or path displayed? \_\_\_\_

1. In the file name.
2. In the folder name.
3. In the Windows Explorer address field.
4. In the Windows Explorer left panel.

# Why is the File Type so important? \_\_\_\_

1. It associates an application with the data file.
2. It controls the size and location of the data file.
3. It restricts the ability to copy/move the data file.
4. It has no obvious importance.

# What is the easiest way to create a new file? \_\_\_\_

1. Open an existing file and clear its contents.
2. Open an application and begin entering data.
3. Select the “new” menu option in the file location.
4. Answers b & c.

# What is the benefit of having a file hierarchy organization? \_\_\_\_

1. Disk space is minimized.
2. It is required by the Windows 7 Operating System.
3. Files are not lost.
4. Files can be organized in a logical business-related way.