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

# Which folder in the User hierarchy does the “documents” library folder open? \_\_\_\_\_

1. The User folder contents.
2. The drive folder contents.
3. The My Documents folder.
4. The recycle bin.

# What Windows 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.

# How can you see the contents of a removable (flash) drive ? \_\_\_\_\_

1. Use the “Computer” option of the Start Menu right panel.
2. Use the Library “Drive” option.
3. Copy the flash drive contents to the “C:” drive.
4. There is no option available.

## When is it best to create new Libraries? \_\_\_\_

1. When the other libraries are too full.
2. When it is natural to group information together.
3. Never.
4. When the hard disk is relatively empty.

## What drive is assigned when a Flash Drive is inserted? \_\_\_\_

1. Drive A
2. Drive C
3. Drive B
4. Varies by computer but usually E or higher.

# What is the difference between a file Copy and Move? \_\_\_\_\_

1. A file copy removes the file from the source location.
2. A file move retains the file in the source location.
3. A file copy marks the source file unreadable.
4. A file move never deletes the file from the source location.

# What happens to the files in a deleted folder? \_\_\_\_\_

1. They are all deleted from the system.
2. They move to the Recycle bin with the folder.
3. They are copied to the next folder in the hierarchy.
4. They are placed in the “No folder” subdirectory.

# Where can I find the list of Libraries in the system? \_\_\_\_

1. The “Folders” icon on the Task bar.
2. The “Computer” icon on the desktop.
3. The “Computer” selection from the Start menu.
4. All of the above.

# What could happen if you remove not “eject” the flash drive? \_\_\_\_\_

1. There is no impact.
2. Files previously copied to the C: drive are lost.
3. The file system on the Flash drive could be damaged.
4. The Flash drive becomes inoperable.

# What is an application jump list? \_\_\_\_\_

1. List of application files to ignore.
2. Starting point with opening more than one application file.
3. Last file accessed by the Application.
4. List of the last several files accessed by the application.