

Grade: 10
Subject: ICT
Teacher: Mrs. Dina Sarris

Section:
Date: / 10 / 2011



Grade (Mark): / 15

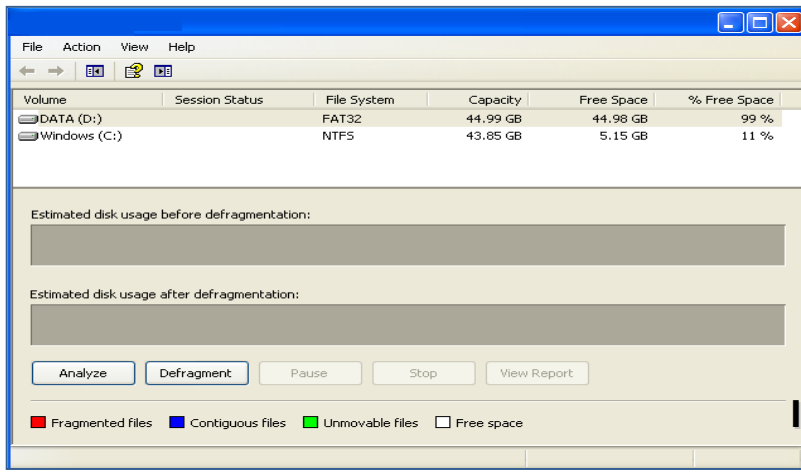
Name:

Term: 1

Homework Sheet

Lesson 5: File Management with Windows Explorer

Circle the best response for each of the following statements.



1. What is the name of the above dialog box?
A. Disk cleanup
B. Disk Defragmenter
C. Analysis Report
D. none of the above
2. A _____ is the smallest amount of space on a disk that the operating system can handle when sorting data.
A. Track
B. Sector
C. Cluster
D. none of the above
3. Which of the following system tools is not provided with Windows?
A. spyware detector
B. error-checking tool
C. disk defragmentor
D. disk cleanup tool
4. Folders deleted from the hard disk can be _____ from the Recycle Bin.
A. moved
B. copied
C. retrieved
D. none of the above
5. Folder icons look like actual _____ folders used in a filing cabinet.
A. window
B. icon
C. manila
D. none of the above

6. Which of the following icons represents an application file icon.



7. In Windows XP, _____ and parent folders are used to organize the data on your disk.

A. subfolders

C. files

B. parent

D. none of the above

8. _____ programs will not work if they cannot locate associated folder names.

A. document

C. application

B. Tiles

D. Thumbnails

9. If you delete a file from a _____, you cannot recover it from the Recycle Bin.

A. Desktop

C. hard disk

B. My Document

D. floppy disk

10. If you were working with DOS or an old version of Windows, which of the following filenames would have been acceptable?

A. jlsmcocon.doc

C. JL Smith & Company Contract

B. JL Smith.doc

D. jlsmcocon.doct

11. To select adjacent folders, press and hold down the _____ key.

A. Ctrl

C. Alt

B. Shift

D. F2

12. When you copy folders in Windows Explorer, hold down the _____ key as you drag the object to its destination.

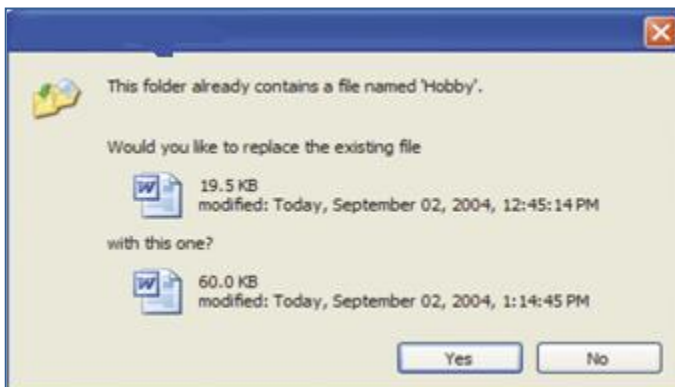
A. Shift

C. Alt

B. Ctrl

D. Tab

13. The figure below shows the _____ message box.



- A. Confirm File Replace
- B. Windows Task Manager

- C. Display Properties
- D. Confirm Folder Delete



14. represents a ___ file icon.

- A. application
- B. document

- C. folder
- D. none of the above

15. To rename a folder in Windows Explorer, choose Rename from the ____ menu.

- A. File
- B. Edit

- C. View
- D. Tools