

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

Section:
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Grade (Mark): / 20

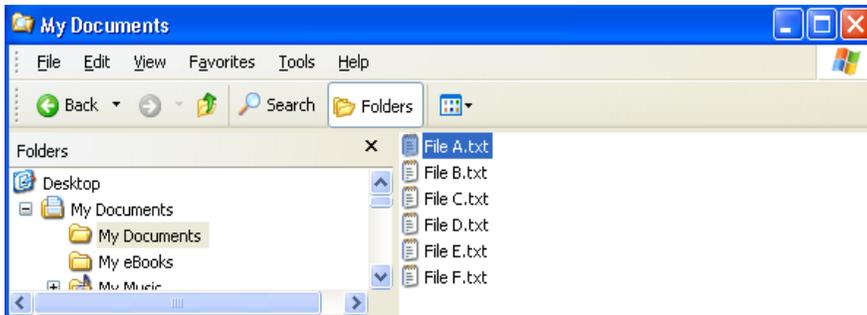
Name:

Term: 1

Homework Sheet
Lesson 4: Using Windows Explorer

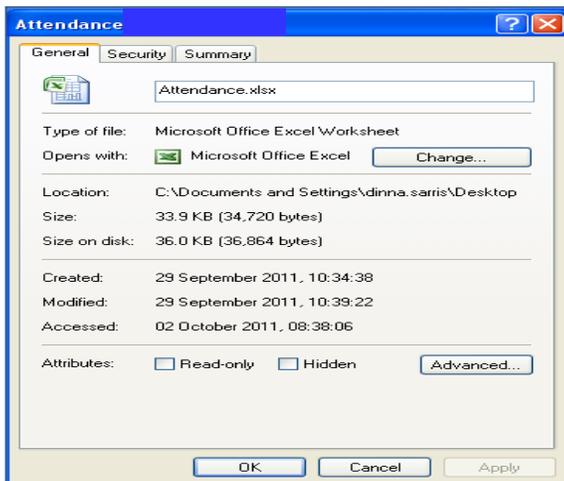
I. Circle the best response for each of the following statements.

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1. Referring back to the above figure, if you hold down the CONTROL key and click on File E, what will be selected?
A. File E only
B. Files A and E only
C. Files A, B, C, D, and E
D. All files in the directory
2. In the My Computer window, the left pane contains _____.
A. links to system task
B. links to your computer resources
C. a folders bar that lets you see the structure of your files and folders
D. both a and b
3. When you click the minus sign in the tree pane, you _____ the folder.
A. Close
B. decrease
C. collapse
D. both a and c
4. _____ is a utility program that is designed to help you find, view, and manage files easily and effectively.
A. MS. Word
B. My Computer
C. Windows Explorer
D. My Document
5. You can change the view of objects in the contents pane, but you cannot change the view of objects in the tree pane.
A. True
B. False
6. The selected drive is displayed or highlighted in the title bar, the tree pane, and the _____.
A. Contents pane
B. task bar
C. search results window
D. address bar

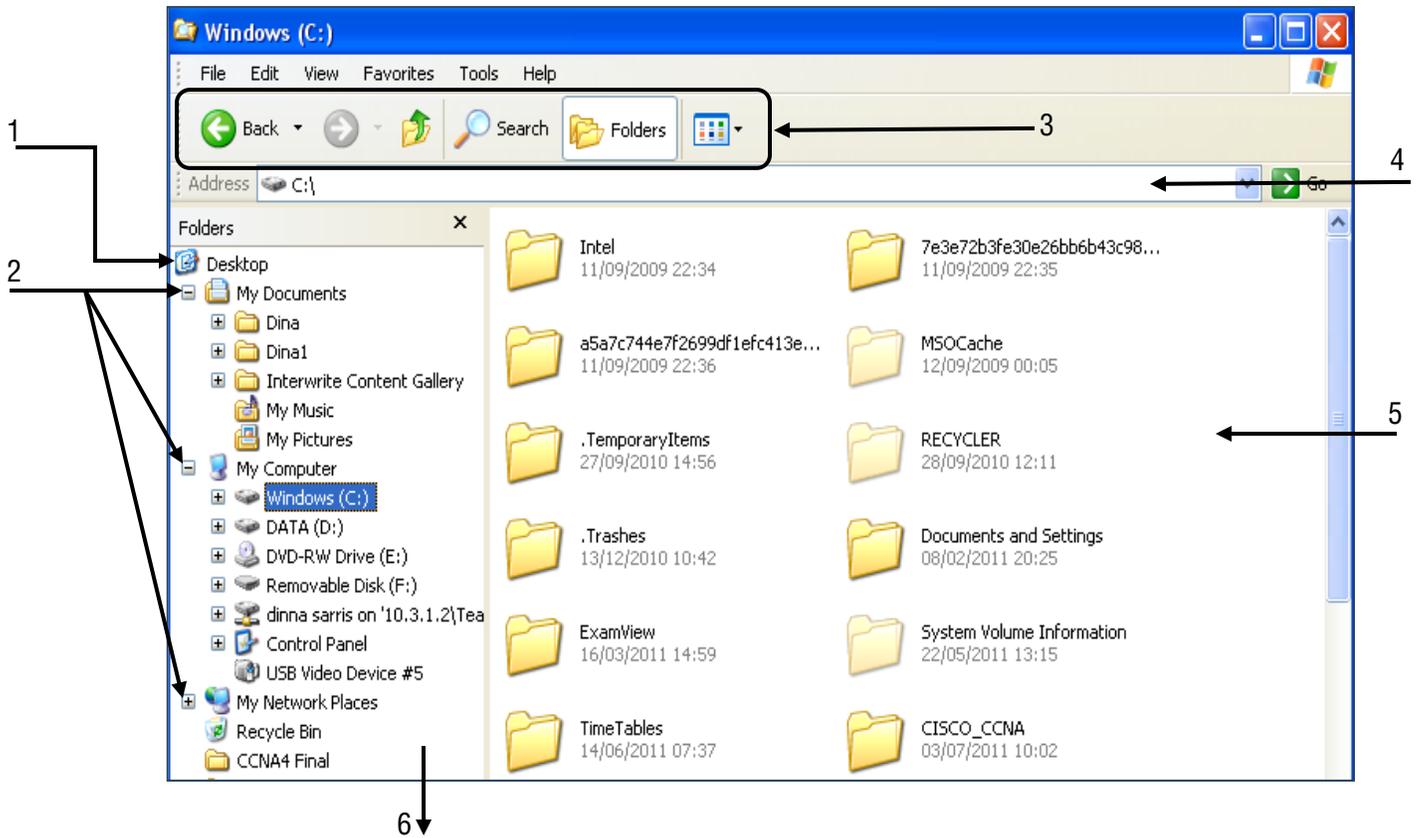
7. The name of the application used to create a file is listed on which tab in the Properties dialog box?
 A. Custom
 B. Summary
 C. General
 D. Contents
8. The _____ view displays a large icon and filename for each file and provides a visual clue to the type of file and the file contents..
 A. Icons
 B. Tiles
 C. List
 D. Thumbnails
9. You can _____ items displayed in any window to help you easily locate files and folders.
 A. delete
 B. copy
 C. sort
 D. move
10. _____ characters can be used to substitute for characters in a filename when you use the Search feature.
 A. wildcard
 B. hidden
 C. zero
 D. option
11. The _____ feature allows you to find files and folders by specifying a variety of search criteria.
 A. sort
 B. search
 C. move
 D. copy
12. Windows Explorer and _____ are the same program in Windows XP.
 A. Recycle Bin
 B. Desktop
 C. Word Pad
 D. My Computer
13. The figure below shows the _____ dialog box.



- A. Desktop Items
 B. File Properties
 C. Display Properties
 D. Windows Task Manager
14. The _____ provides a hierarchical display of all objects on the desktop and it is also called the tree pane.
 A. contents pane
 B. toolbar
 C. folder bar
 D. menu bar

II. Label the following figure:

[/ 6]



- | | | |
|----------------------|--------------------|----------------------------|
| Toolbar | Address bar | Subordinate folders |
| Contents pane | Folder bar | Top - level folder |

Arrow 1: _____

Arrow 4: _____

Arrow 2: _____

Arrow 5: _____

Arrow 3: _____

Arrow 6: _____