

## Lesson 4: Using Windows Explorer

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### I. MULTIPLE CHOICE:

- In the My Computer window, the left pane contains \_\_\_\_\_.
  - links to system tasks
  - links to your computer's resources
  - a Folders bar that lets you see the structure of your files and folders
  - both a and b
- In the Windows Explorer window, the left pane contains \_\_\_\_\_.
  - links to system tasks
  - links to your computer's resources
  - a Folders bar that lets you see the structure of your files and folders
  - both a and b
- Windows Explorer displays all of the objects on the desktop in the \_\_\_\_\_.
  - tree pane
  - Folders bar
  - contents pane
  - both a and b
- When you click the minus sign in the tree pane, you \_\_\_\_\_ the folder.
  - close
  - decrease
  - collapse
  - both a and c
- The My Documents and My Network Places folders are subordinate to the \_\_\_\_\_.
  - Desktop
  - root drive
  - My Computer folder
  - both a and c
- Which Explorer view would you choose to see information such as the filename, the file size, and the date and time the file was last modified?
  - Icons
  - Tiles
  - List
  - Details
- The \_\_\_\_\_ feature helps you locate files and folders on your computer.
  - Run
  - Find
  - Favorites
  - Search
- \_\_\_\_\_ characters can be used to substitute for characters in a filename when you use the Search feature.
  - Hidden
  - Wildcard
  - Zero
  - Option
- Windows Explorer is a(n) \_\_\_\_\_ program.
  - operating system
  - application
  - utility
  - translator
- The right pane of the Explorer window looks similar to and functions like the \_\_\_\_\_ window.
  - My Network Places
  - My System
  - Folders
  - My Computer
- Which view in Explorer displays the images a folder contains on the folder icon?

- a. List
  - b. Images
  - c. Thumbnails
  - d. Details
12. To change the information listed in Details view, select the Choose Details option from the \_\_\_\_ menu.
- a. Options
  - b. Details
  - c. Tools
  - d. View
13. You can sort the items in the contents pane by all of the following criteria EXCEPT \_\_\_\_.
- a. filename
  - b. links
  - c. size
  - d. date modified
14. Which wildcard character is used to substitute for only one character in a filename?
- a. \*
  - b. ?
  - c. +
  - d. #
15. A search for files with uppercase or lowercase letters that match the search criteria is referred to as \_\_\_\_.
- a. capital
  - b. case sensitive
  - c. wildcard
  - d. none of the above

## II. COMPLETION:

1. Like My Computer, \_\_\_\_\_ makes it easy to view the contents of disk drives and folders.
2. At the top of the tree pane is the \_\_\_\_\_ icon.
3. To display subfolders in the tree pane, you must \_\_\_\_\_ the folder list.
4. To collapse a folder, click the \_\_\_\_\_ sign next to it.
5. To sort files by name, date, size, or type, you click the appropriate \_\_\_\_\_ in Details view.
6. The \_\_\_\_\_ pane displays all objects on the desktop.
7. An arrow pointing down next to a column head in Details view indicates that the list is sorted in \_\_\_\_\_ order.
8. Filmstrip view is only available for folders that contain \_\_\_\_\_ files.
9. The drive that has its contents displayed in the right pane is highlighted in the \_\_\_\_\_.
10. The selected drive is displayed or highlighted in the title bar, the tree pane, and the \_\_\_\_\_.
11. If you can't locate a specific file, you can use the \_\_\_\_\_ feature in Windows Explorer.
12. You can display the properties of a file by right-clicking a(n) \_\_\_\_\_ in the Explorer Window and then selecting the Properties option from the shortcut menu.
13. The left pane in the Search window, which is called the \_\_\_\_\_, provides a list of options for a search.

14. The icons representing My Documents, My Computer, and the Recycle Bin are subordinate to the \_\_\_\_\_, the top-level folder in the Folders bar.
15. If you are displaying the contents of a folder for the first time, you may have to click the \_\_\_\_\_ link in the contents pane first.
16. To display a large icon, a filename, and a visual clue to the file contents, such as a musical note for music files, you would choose the \_\_\_\_\_ view.
17. In the Properties dialog box, the \_\_\_\_\_ tab can give you information about the author of a file.
18. A(n) \_\_\_\_\_ sign next to a folder in Explorer's tree pane indicates that the folder has subfolders that are not displayed.
19. The process of creating a list of filenames arranged in alphabetical order in the contents pane is called \_\_\_\_\_.
20. To access the Windows Explorer features from the My Computer window, you simply click the \_\_\_\_\_ button on the toolbar.

**Answer Keys:**

1. D
2. C
3. D
4. C
5. A
6. D
7. D
8. B
9. C
10. D
11. C
12. D
13. B
14. B
15. B