| Grade (Mark): | / 15 | Name: |

| Term: 1 | Classwork Sheet
Lesson 5: File Management with Windows Explorer |

I. Circle the best response for each of the following statements. [/ 11]

1. When you move a file, a copy of the file remains in its original location.
   A. True   B. False

2. Disk Cleanup and Disk Defragmenter are examples of _____.
   A. document files   C. message boxes
   B. long filenames   D. system tools

3. The _____ is the location (folder or disk) where the moved or copied file will be placed.
   A. source   C. file
   B. destination   D. none of the above

4. You can use _____ to clear your hard disk of unnecessary files.
   A. Disk Cleanup   C. Backup
   B. Disk Defragmenter   D. none of the above

5. _____ rearranges the files on a hard disk so the disk performs optimally.
   A. Disk Cleanup   C. Backup
   B. Disk Defragmenter   D. none of the above

6. _____ can be created within parent folders to build a hierarchy of folders for optimal file organization.
   A. Folders   C. Subfolders
   B. Files   D. address bar

7. When you _____ a file, it will be erased from the original location.
   A. Copy   C. Restore
   B. Delete   D. Move

8. Windows assigns a short filename, called _____ ,to the long filenames filesso that they can be used with programs that don't support long filenames.
   A. filename   C. alias
   B. Sara   D. none of the above

9. Folders _____ from a hard disk are transferred to the Recycle Bin
   A. selected   C. moved
   B. copied   D. deleted

10. To rename a folder in the content pane, select the folder first, press the ____ key, & then type the new name.
    A. F4   C. F10
    B. F2   D. F6

11. If you were working with DOS or an old version od Windows, which of the following filenames would have been accepted?
    A. jlscocon.doc   C. JL Smith & Company Contract
    B. JL Smith.doc   D. jlscocon.doct

II. Match the following icons with their type.   [/ 4]

Document File Icon	Application File Icon	Location Icon	Folder Icon