

***Skills for Success with Windows 7 Comprehensive (Townsend)***  
**Chapter 2 Manage Files**

2.1 Chapter Questions

1) You can use the \_\_\_\_\_ window to view files and information about your computer's drives.

- A) File
- B) Folder
- C) Control Panel
- D) Computer

Answer: D

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skill 1: Work with the Computer Folder

2) The navigation pane, located on the left side of the Computer window, is used to access all of the following EXCEPT:

- A) system properties
- B) favorites
- C) libraries
- D) hard drives

Answer: A

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skill 1: Work with the Computer Folder

3) A portable drive that can be moved from computer to computer is known as a \_\_\_\_\_ storage device.

- A) removable
- B) temporary
- C) volatile
- D) permanent

Answer: A

Diff: 1

Skill: Microsoft Windows 7 Chapter 2, Skill 1: Work with the Computer Folder

4) Each computer drive is assigned a unique identifier called the volume \_\_\_\_\_.

- A) number
- B) letter
- C) symbol
- D) character

Answer: B

Diff: 1

Skill: Microsoft Windows 7 Chapter 2, Skill 1: Work with the Computer Folder

5) The \_\_\_\_\_ library is a commonly used location to save your files when working on your computer.

- A) Computer
- B) File
- C) Documents
- D) Index

Answer: C

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skill 1: Work with the Computer Folder

6) The top of each Computer folder window has two bars used to \_\_\_\_\_ files.

- A) find
- B) copy
- C) save
- D) delete

Answer: A

Diff: 3

Skill: Microsoft Windows 7 Chapter 2, Skill 1: Work with the Computer Folder

7) To filter the contents of the Computer's file list to show only PowerPoint slides, you must click on the \_\_\_\_\_ filter arrow, and then select Microsoft PowerPoint Presentation.

- A) Name
- B) Type
- C) Organize
- D) File

Answer: B

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skill 2: Filter, Sort, and Group File Lists

8) All of the following statements about files in the file list are true EXCEPT:

- A) Files have several properties that can be used to organize file lists.
- B) Files can be sorted by the date the file was last opened.
- C) The file list can be filtered so that only files created by certain programs display.
- D) When sorting the file list contents in ascending order using the Name column, file names will be listed before folder names.

Answer: D

Diff: 3

Skill: Microsoft Windows 7 Chapter 2, Skill 2: Filter, Sort, and Group File Lists

9) The Organize menu does NOT include the \_\_\_\_\_ option.

- A) Layout
- B) Properties
- C) Search
- D) Select all

Answer: C

Diff: 3

Skill: Microsoft Windows 7 Chapter 2, Skill 2: Filter, Sort, and Group File Lists

10) Selecting an item in the file list and then \_\_\_\_\_-clicking a second item selects both items and all the items between them.

- A) [SHIFT]
- B) [CTRL]
- C) [ALT]
- D) [INS]

Answer: A

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skill 3: Create Folders and Copy Files

11) When you select items in the field list, by \_\_\_\_\_-clicking, only the items you click will be selected.

- A) [SHIFT]
- B) [CTRL]
- C) [ALT]
- D) [INS]

Answer: B

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skill 3: Create Folders and Copy Files

12) A \_\_\_\_\_ button alternates between activating and deactivating items.

- A) master
- B) control
- C) toggle
- D) command

Answer: C

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skill 3: Create Folders and Copy Files

13) To create a new folder on the desktop, right-click a blank area on the desktop, point to \_\_\_\_\_ on the shortcut menu, and then click Folder.

- A) Add
- B) Insert
- C) Create
- D) New

Answer: D

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skill 3: Create Folders and Copy Files

14) An alternative to right-clicking a file and clicking Rename to change the name of a file is \_\_\_\_\_.

- A) double-clicking the file and clicking Rename
- B) clicking Rename from the Organize menu
- C) clicking Computer, clicking the file, clicking Properties, and clicking Rename
- D) right-clicking the file, clicking Properties, and clicking Rename

Answer: B

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skill 4: Move and Name files

15) The mouse button should be released when dragging a file to a folder named PowerPoint Assignments, when the \_\_\_\_\_ message displays.

- A) Drop in PowerPoint Assignments
- B) Transfer to PowerPoint Assignments
- C) Move to PowerPoint Assignments
- D) Save in PowerPoint Assignments

Answer: C

Diff: 3

Skill: Microsoft Windows 7 Chapter 2, Skill 4: Move and Name files

16) When you drag a folder to a new location on the same drive, the folder and its files are \_\_\_\_\_.

- A) moved
- B) copied
- C) compressed
- D) indexed

Answer: A

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skill 4: Move and Name files

17) \_\_\_\_\_ are collections of files and folders assembled from various locations.

- A) Personal folders
- B) Libraries
- C) Jump lists
- D) AppData

Answer: B

Diff: 1

Skill: Microsoft Windows 7 Chapter 2, Skill 5: Add Folders to Libraries

18) A(n) \_\_\_\_\_ folder is a folder that can be accessed by other computers on your network.

- A) private
- B) aggregate
- C) public
- D) grouped

Answer: C

Diff: 1

Skill: Microsoft Windows 7 Chapter 2, Skill 5: Add Folders to Libraries

19) In Windows 7 Home Premium, \_\_\_\_\_ sample pictures are provided in the Pictures library.

- A) five
- B) six
- C) seven
- D) eight

Answer: D

Diff: 3

Skill: Microsoft Windows 7 Chapter 2, Skill 5: Add Folders to Libraries

20) Which of the following is NOT one of the four default libraries contained in most versions of Windows 7?

- A) Photos
- B) Documents
- C) Music
- D) Videos

Answer: A

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skill 5: Add Folders to Libraries

21) Which of the following statements regarding libraries is NOT true?

- A) New libraries can be created in addition to the default Windows 7 libraries.
- B) Each library in Windows 7 has a twenty-four folder limit.
- C) You can add documents and pictures from various computer locations to a library.
- D) After adding folders to a new library, you can view the files as if they were in a single folder.

Answer: B

Diff: 3

Skill: Microsoft Windows 7 Chapter 2, Skill 6: Create New Libraries

22) Once a folder is selected to be added to a library, the \_\_\_\_\_ folder button is clicked.

- A) Add
- B) Append
- C) Include
- D) Attach

Answer: C

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skill 6: Create New Libraries

23) To create a new library, in \_\_\_\_\_, click Libraries, and then, click New Library

- A) the Navigation pane
- B) the Organize menu
- C) the Control Panel
- D) Windows Explorer

Answer: A

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skill 6: Create New Libraries

24) When files in \_\_\_\_\_ are arranged by name, each file displays as if it were in a single folder.

- A) the Navigation pane
- B) a library
- C) Windows Explorer
- D) the Recycle Bin

Answer: B

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skill 6: Create New Libraries

25) The \_\_\_\_\_ bin is a folder used to store files and folders that you intend to delete.

- A) Deletion
- B) Recycle
- C) Removal
- D) Storage

Answer: B

Diff: 1

Skill: Microsoft Windows 7 Chapter 2, Skill 7: Delete and Restore Files

26) When the \_\_\_\_\_ option is selected, files are not stored in the Recycle Bin when they are deleted.

- A) Don't move files to the Recycle Bin
- B) Permanently delete files
- C) Immediately delete files
- D) Bypass Recycle Bin

Answer: A

Diff: 3

Skill: Microsoft Windows 7 Chapter 2, Skill 7: Delete and Restore Files

27) All of the following statements regarding the Recycle Bin are true EXCEPT:

- A) Moving items to the Recycle Bin does not delete them.
- B) The Recycle Bin stores items until the maximum size is reached.
- C) All deleted files are temporarily stored in the Recycle Bin.
- D) The oldest files will be deleted first when the maximum size is reached.

Answer: C

Diff: 3

Skill: Microsoft Windows 7 Chapter 2, Skill 7: Delete and Restore Files

28) When you \_\_\_\_\_-delete a file, it is removed from its file list and is not stored in the Recycle Bin.

- A) [SHIFT]
- B) [CTRL]
- C) [ALT]
- D) [SHIFT]+[CTRL]

Answer: A

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skill 7: Delete and Restore Files

29) The Start menu search box is NOT used to search for \_\_\_\_\_.

- A) programs
- B) user accounts
- C) folders
- D) files

Answer: B

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skill 8: Search from the Start Menu

30) Character \_\_\_\_\_ is a program used to find letters or characters not available on the keyboard.

- A) Supplement
- B) Directory
- C) Map
- D) Table

Answer: C

Diff: 1

Skill: Microsoft Windows 7 Chapter 2, Skill 8: Search from the Start Menu

31) The Control Panel is a system of \_\_\_\_\_ and dialog boxes used to modify Windows 7 settings.

- A) panes
- B) commands
- C) files
- D) windows

Answer: D

Diff: 1

Skill: Microsoft Windows 7 Chapter 2, Skill 8: Search from the Start Menu

32) You can search for files and folders using the search \_\_\_\_\_ in the upper-right corner of all folder windows.

- A) box
- B) button
- C) arrow
- D) menu

Answer: A

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skill 9: Search Folder Windows

33) An option available for expanding a search for files or folders includes \_\_\_\_\_.

- A) by computer
- B) by Internet
- C) by file content
- D) all of the above

Answer: D

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skill 9: Search Folder Windows

34) Search terms are \_\_\_\_\_ in the names of selected files and folders.

- A) underlined
- B) highlighted
- C) bold
- D) italicized

Answer: B

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skill 9: Search Folder Windows

35) You can use the \_\_\_\_\_ submenu to copy files from your hard drive to your USB flash drive.

- A) Send to
- B) Copy to
- C) Insert in
- D) Forward to

Answer: A

Diff: 3

Skill: Microsoft Windows 7 Chapter 2, Skill 10: Send Files to Other Drives

36) To display the Send to submenu, right-click the appropriate folder, and then in the shortcut menu that displays, \_\_\_\_\_ Send.

- A) double-click
- B) click
- C) point to
- D) right-click

Answer: C

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skill 10: Send Files to Other Drives

37) File extensions are \_\_\_\_\_ that follow a file name.

- A) letters
- B) numbers
- C) symbols
- D) symbols and numbers

Answer: A

Diff: 1

Skill: Microsoft Windows 7 Chapter 2, Skill 11: Show File Extensions

38) File extensions are separated from the file name with a(n) \_\_\_\_\_.

- A) exclamation point
- B) colon
- C) comma
- D) period

Answer: D

Diff: 1

Skill: Microsoft Windows 7 Chapter 2, Skill 11: Show File Extensions

39) To ensure file extensions are hidden from view, the \_\_\_\_\_ option is checked.

- A) Do not show file extensions
- B) Hide extensions for known file types
- C) Clear all file extensions
- D) Show file name only

Answer: B

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skill 11: Show File Extensions



40) A file assigned the \_\_\_\_\_ extension can be opened with many different word processing programs.

- A) .rtf
- B) .doc
- C) .wps
- D) .docx

Answer: A

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skill 11: Show File Extensions

41) Which of the following statements regarding customizing folders is NOT true?

- A) You can customize a folder by changing its templates, picture, or icon.
- B) Changing a folder template changes the types of columns that display in its file list.
- C) Changing a folder template will have no effect on its default view.
- D) Changing a folder icon changes the appearance of the folder itself.

Answer: C

Diff: 3

Skill: Microsoft Windows 7 Chapter 2, Skill 12: Customize Folders

42) All of the following statements regarding storage devices are true EXCEPT:

- A) A compact disc is a flat, round disc that can store computer data.
- B) A DVD is the same size as a CD, but can hold more data.
- C) A hard disk is a type of optical disc.
- D) A compact disc can be burned as a data disc or an audio CD.

Answer: C

Diff: 3

Skill: Microsoft Windows 7 Chapter 2, Skill 13: Burn Files to CDs

43) A(n) \_\_\_\_\_ disc is storage device that uses laser light to read and write data.

- A) magnetic
- B) solid state
- C) hard
- D) optical

Answer: D

Diff: 1

Skill: Microsoft Windows 7 Chapter 2, Skill 13: Burn Files to CDs

44) A(n) \_\_\_\_\_ is a file containing file names, date modified, and other information about files that might be searched.

- A) master
- B) index
- C) library
- D) template

Answer: B

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skill 14: Add Index Locations

45) Which of the following statements about indexes is NOT true?

A) It is a good idea to include your entire Local Disk (C:) as an indexed location.

B) When you search for files, Windows 7 first searches an index.

C) By default, Windows 7 indexes files and folders in the most common places that they are stored.

D) If you commonly search locations other than your personal folder, you can add those locations to the index.

Answer: A

Diff: 3

Skill: Microsoft Windows 7 Chapter 2, Skill 14: Add Index Locations

46) The address bar and the \_\_\_\_\_ bar, located at the top of each Computer folder window, are used to find files.

Answer: Search

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skill 1: Work with the Computer Folder

47) The \_\_\_\_\_ list displays the contents of the items selected in the Computer window's navigation pane.

Answer: file

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skill 1: Work with the Computer Folder

48) Sorting the Computer window file list in \_\_\_\_\_ order will sort the list in z to a order.

Answer: descending

Diff: 1

Skill: Microsoft Windows 7 Chapter 2, Skill 2: Filter, Sort, and Group File Lists

49) The Details pane, which displays additional information about files, can be selected by pointing to \_\_\_\_\_ on the Computer window's Organize menu.

Answer: Layout

Diff: 3

Skill: Microsoft Windows 7 Chapter 2, Skill 2: Filter, Sort, and Group File Lists

50) \_\_\_\_\_-clicking a folder opens a new folder window.

Answer: Double

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skill 3: Create Folders and Copy Files

51) When a new folder is in edit mode, the \_\_\_\_\_ of that folder can be changed.

Answer: name

Diff: 1

Skill: Microsoft Windows 7 Chapter 2, Skill 3: Create Folders and Copy Files

52) Dragging files to a new folder on the \_\_\_\_\_ drive will result in the files being moved.

Answer: same

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skill 4: Move and Name files

53) Renaming files to match their purpose and placing related files into folders are done to \_\_\_\_\_ the many folders and files that are on a computer.

Answer: organize

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skill 4: Move and Name files

54) \_\_\_\_\_ are used to organize related files into a single view without having to move those files into the same folder.

Answer: Libraries

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skill 5: Add Folders to Libraries

55) Most versions of Windows 7 have \_\_\_\_\_ default libraries.

Answer: four

Diff: 3

Skill: Microsoft Windows 7 Chapter 2, Skill 5: Add Folders to Libraries

56) A single folder can be included in \_\_\_\_\_ libraries.

Answer: multiple

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skill 6: Create New Libraries

57) When a library is arranged by file type, the \_\_\_\_\_ for each type are stacked.

Answer: icons

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skill 6: Create New Libraries

58) When items in the Recycle Bin are \_\_\_\_\_, they are moved from the Recycle Bin to their original location.

Answer: restored

Diff: 1

Skill: Microsoft Windows 7 Chapter 2, Skill 7: Delete and Restore Files

59) When a file is \_\_\_\_\_, its data is NOT removed from the drive until another file is written in its place.

Answer: deleted

Diff: 3

Skill: Microsoft Windows 7 Chapter 2, Skill 7: Delete and Restore Files

60) A \_\_\_\_\_ folder is assigned to each Windows 7 user account.

Answer: personal

Diff: 1

Skill: Microsoft Windows 7 Chapter 2, Skill 8: Search from the Start Menu

61) Personal folders contain each account's \_\_\_\_\_, desktop files, and other files.

Answer: libraries

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skill 8: Search from the Start Menu

62) Click File \_\_\_\_\_, an option which is located below the *Search again in* section of the Search window, to include files in your search that contain a specific word.

Answer: Contents

Diff: 3

Skill: Microsoft Windows 7 Chapter 2, Skill 9: Search Folder Windows

63) The search box used to search for files and folders is located in the upper-right corner of all \_\_\_\_\_ windows.

Answer: folder

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skill 9: Search Folder Windows

64) You can use the \_\_\_\_\_ submenu to copy files from your USB flash drive to your Documents library.

Answer: Send to

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skill 10: Send Files to Other Drives

65) File \_\_\_\_\_ determine which program should open a file.

Answer: extensions

Diff: 1

Skill: Microsoft Windows 7 Chapter 2, Skill 11: Show File Extensions

66) By default, when Windows 7 recognizes the file type, it hides its file \_\_\_\_\_.

Answer: extension

Diff: 3

Skill: Microsoft Windows 7 Chapter 2, Skill 11: Show File Extensions

67) When you have Microsoft \_\_\_\_\_ installed on your computer, the Word icon will typically display for each .rtf file.

Answer: Office

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skill 11: Show File Extensions

68) Changing a folder \_\_\_\_\_ changes the types of columns that display in its file list.

Answer: template

Diff: 3

Skill: Microsoft Windows 7 Chapter 2, Skill 12: Customize Folders

69) A DVD is a type of \_\_\_\_\_ disc that is the same size as a CD but can hold more data.

Answer: optical

Diff: 1

Skill: Microsoft Windows 7 Chapter 2, Skill 13: Burn Files to CDs

70) A(n) \_\_\_\_\_ diode burns a pattern into an optical disc.

Answer: laser

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skill 13: Burn Files to CDs

71) The blue shaded bar located below each drive displayed in the Computer window shows the amount of the drive's free space.

Answer: FALSE

Diff: 3

Skill: Microsoft Windows 7 Chapter 2, Skill 1: Work with the Computer Folder

72) The Computer window toolbar commands change to match the type of files with which you are working.

Answer: TRUE

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skill 1: Work with the Computer Folder

73) Each computer drive is assigned a unique volume number.

Answer: FALSE

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skill 1: Work with the Computer Folder

74) Files have properties that can be used to organize file lists.

Answer: TRUE

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skill 2: Filter, Sort, and Group File Lists

75) The Details pane displays additional information about files in the Computer window.

Answer: FALSE

Diff: 1

Skill: Microsoft Windows 7 Chapter 2, Skill 2: Filter, Sort, and Group File Lists

76) Click the Computer window's Type column heading to display the Type filter arrow.

Answer: FALSE

Diff: 3

Skill: Microsoft Windows 7 Chapter 2, Skill 2: Filter, Sort, and Group File Lists

77) When you copy a folder, you also copy all the files in the folder.

Answer: TRUE

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skill 3: Create Folders and Copy Files

78) The Preview Pane button is an example of a toggle button.

Answer: TRUE

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skill 3: Create Folders and Copy Files

79) Release the mouse button when dragging a file to the Desktop when the Drop in Desktop message displays.

Answer: FALSE

Diff: 3

Skill: Microsoft Windows 7 Chapter 2, Skill 4: Move and Name files

80) Each user account in Windows 7 has its own My Pictures folder.

Answer: TRUE

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skill 5: Add Folders to Libraries

81) A single folder CANNOT be included in multiple libraries.

Answer: FALSE

Diff: 1

Skill: Microsoft Windows 7 Chapter 2, Skill 6: Create New Libraries

82) Deleting a library deletes the files that are in the library.

Answer: FALSE

Diff: 3

Skill: Microsoft Windows 7 Chapter 2, Skill 6: Create New Libraries

83) All deleted files are temporarily stored in the Recycle Bin.

Answer: FALSE

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skill 7: Delete and Restore Files

84) Sometimes deleted files can be recovered by special software.

Answer: TRUE

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skill 7: Delete and Restore Files

85) A well-organized system of files makes searching for a file easier.

Answer: TRUE

Diff: 1

Skill: Microsoft Windows 7 Chapter 2, Skill 8: Search from the Start Menu

86) As you type an entry in the Start search box, any file or program with a word in its title that matches or begins with the search term will display in the Start menu.

Answer: TRUE

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skill 8: Search from the Start Menu

87) Searches of entire drives or libraries are NOT possible in Windows 7.

Answer: FALSE

Diff: 1

Skill: Microsoft Windows 7 Chapter 2, Skill 9: Search Folder Windows

88) Searching by date is an ineffective search method when you need to filter a long list of results or you cannot remember a file's name.

Answer: FALSE

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skill 9: Search Folder Windows

89) Clicking Copy on the Send to submenu enables users to copy a file from one location to another without using Paste.

Answer: FALSE

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skill 10: Send Files to Other Drives

90) When you do not have Microsoft Office installed on your computer, the WordPad icon will be assigned to your .rtf files.

Answer: TRUE

Diff: 1

Skill: Microsoft Windows 7 Chapter 2, Skill 11: Show File Extensions

91) File type is determined by each file's extension.

Answer: TRUE

Diff: 3

Skill: Microsoft Windows 7 Chapter 2, Skill 11: Show File Extensions

92) Changing a folder icon changes the appearance of the folder itself.

Answer: TRUE

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skill 12: Customize Folders

93) Copying files to a magnetic device is called burning a disc.

Answer: FALSE

Diff: 1

Skill: Microsoft Windows 7 Chapter 2, Skill 13: Burn Files to CDs

94) CD names are limited to twelve characters.

Answer: FALSE

Diff: 3

Skill: Microsoft Windows 7 Chapter 2, Skill 13: Burn Files to CDs

95) Indexing is performed in the background as you work with the computer.

Answer: TRUE

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skill 14: Add Index Locations

**Match the following five terms with their meanings:**

- A) A folder that can be accessed by other computers on your network.
- B) A folder used to store files and folders you intend to delete.
- C) A folder that stores setting preferences for programs.
- D) Commonly used location to save files when working on the computer.
- E) A folder assigned to each user account in Windows 7.

96) Personal Folder

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skills 1, 5, 7, 8, 14

97) Public Folder

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skills 1, 5, 7, 8, 14

98) Recycle Bin

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skills 1, 5, 7, 8, 14

99) AppData

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skills 1, 5, 7, 8, 14

100) Library

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skills 1, 5, 7, 8, 14

Answers: 96) E 97) A 98) B 99) C 100) D



**Match the following five terms with their meanings:**

- A) A flat, round disc that can store computer data.
- B) A storage device that uses laser light to read and write data.
- C) A CD storing music files in a format that can be played in a CD player.
- D) A CD format that allows you to add, edit, or delete after the first burn.
- E) An optical disc that is the same size as a CD but can hold more data.

101) Compact Disc

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skill 13: Burn Files to CDs

102) Audio CD

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skill 13: Burn Files to CDs

103) Optical Disc

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skill 13: Burn Files to CDs

104) DVD

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skill 13: Burn Files to CDs

105) Live File System

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skill 13: Burn Files to CDs

Answers: 101) A 102) C 103) B 104) E 105) D

**Match the following five terms with their meanings:**

- A) File containing information about files that might be searched.
- B) A list that displays contents of a selected item in the navigation pane.
- C) System of windows and dialog boxes that modify Windows 7 settings.
- D) A CD format that can be burned only one time.

106) Control Panel

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skills 1, 8, 13, 14

107) File List

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skills 1, 8, 13, 14

108) Index

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skills 1, 8, 13, 14

109) Master

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skills 1, 8, 13, 14

110) Navigation Pane

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skills 1, 8, 13, 14

Answers: 106) C 107) B 108) A 109) D 110) D

**Match the following five terms with their meanings:**

- A) Letters that follow a file name, separated from the file name by a period.
- B) From A to Z or 1 to 9.
- C) From Z to A or 9 to 1 order.
- D) Time in which you can edit or add more files in a Live File System CD.
- E) A program used to find letters and characters not found on a keyboard.

111) Character Map

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skills 2, 8, 11, 13

112) Session

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skills 2, 8, 11, 13

113) File Extension

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skills 2, 8, 11, 13

114) Ascending

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skills 2, 8, 11, 13

115) Descending

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skills 2, 8, 11, 13

Answers: 111) E 112) D 113) A 114) B 115) C

**Match the following five terms with their meanings:**

- A) To move a file from the Recycle Bin to its original location.
- B) A button that alternates between activating and deactivating items.
- C) A file that can be opened with different word processing programs.
- D) Portable drive that can be moved from computer to computer.
- E) The unique letter assigned to each computer drive.

116) Removable Storage Device

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skills 1, 3, 7, 11

117) Restore

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skills 1, 3, 7, 11

118) Rich Text Format

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skills 1, 3, 7, 11

119) Toggle Button

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skills 1, 3, 7, 11

120) Volume Letter

Diff: 2

Skill: Microsoft Windows 7 Chapter 2, Skills 1, 3, 7, 11

Answers: 116) D 117) A 118) C 119) B 120) E

## 2.2 End of Chapter Questions

1) Match each term with its correct definition.

- \_\_\_ **1.**A pane used to access favorites, libraries, hard drives, and other computers connected to your network.
- \_\_\_ **2.**A commonly used location to save your files when working on your computer.
- \_\_\_ **3.**A portable drive that can be moved from computer to computer such as a CD or USB flash drive.
- \_\_\_ **4.**In a folder window, when a column displays an arrow pointing up, the file list is sorted in this order.
- \_\_\_ **5.**This can be accessed by other computers on your network.
- \_\_\_ **6.**A folder used to store files and folders you intend to delete.
- \_\_\_ **7.**A system of windows and dialog boxes used to modify Windows 7 settings.
- \_\_\_ **8.**A program used to find letters not available on the keyboard.
- \_\_\_ **9.**A box located in the upper-right corner of folder windows used to find files and folders.
- \_\_\_ **10.**This submenu can be used to move files to a USB flash drive.

**A** Ascending

**B** Character Map

**C** Control Panel

**D** Documents library

**E** Navigation

**F** Public folder

**G** Recycle Bin

**H** Removable storage device

**I** Search

**J** Send to

Answer: 1. E, 2. D, 3. H, 4. A, 5. F, 6. G, 7. C, 8. B, 9. I, 10. J

Diff: 1

Skill: Microsoft Windows 7 Chapter 2, All Skills

In Textbook: Yes

2) In a folder window, this displays the contents of the item selected in the navigation pane.

A) File list

B) Taskbar

C) Toolbar

Answer: A

Diff: 1

Skill: Microsoft Windows 7 Chapter 2, All Skills

In Textbook: Yes

3) The library commonly used to store pictures.

- A) Pictures library
- B) Photos library
- C) Camera or Media

Answer: A

Diff: 1

Skill: Microsoft Windows 7 Chapter 2, All Skills

In Textbook: Yes

4) This is a unique letter assigned to a USB flash drive when it is inserted into a computer.

- A) Computer letter
- B) Drive letter
- C) Volume letter

Answer: C

Diff: 1

Skill: Microsoft Windows 7 Chapter 2, All Skills

In Textbook: Yes

5) This letter is typically assigned to the main hard drive on your computer.

- A) A
- B) C
- C) E

Answer: B

Diff: 1

Skill: Microsoft Windows 7 Chapter 2, All Skills

In Textbook: Yes

6) To sort a file list so that the folders are listed last, you sort the Name column in this order.

- A) Ascending order
- B) Descending order
- C) Folder order

Answer: B

Diff: 1

Skill: Microsoft Windows 7 Chapter 2, All Skills

In Textbook: Yes

7) When you drag a folder from one drive to another, what typically happens?

- A) The folder and its contents are copied.
- B) The folder and its contents are moved.
- C) The folder, but not its contents, are moved.

Answer: A

Diff: 1

Skill: Microsoft Windows 7 Chapter 2, All Skills

In Textbook: Yes

8) A collection of files and folders assembled from various locations.

- A) File
- B) Folder
- C) Library

Answer: C

Diff: 1

Skill: Microsoft Windows 7 Chapter 2, All Skills

In Textbook: Yes

9) To move a file from the Recycle Bin to its original location.

- A) Restore
- B) Recover
- C) Recreate

Answer: A

Diff: 1

Skill: Microsoft Windows 7 Chapter 2, All Skills

In Textbook: Yes

10) A folder assigned to each user account in Windows 7 that contains each user's libraries, desktop files, and other files.

- A) Account folder
- B) Computer folder
- C) Personal folder

Answer: C

Diff: 1

Skill: Microsoft Windows 7 Chapter 2, All Skills

In Textbook: Yes

11) Which technique will open Character Map?

- A) In the Start menu, open the Accessories folder and click Character Map.
- B) In the Start menu search box, type Character Map, and then press J.
- C) Right-click the desktop, and then from the shortcut menu, click Character Map.

Answer: B

Diff: 1

Skill: Microsoft Windows 7 Chapter 2, All Skills

In Textbook: Yes