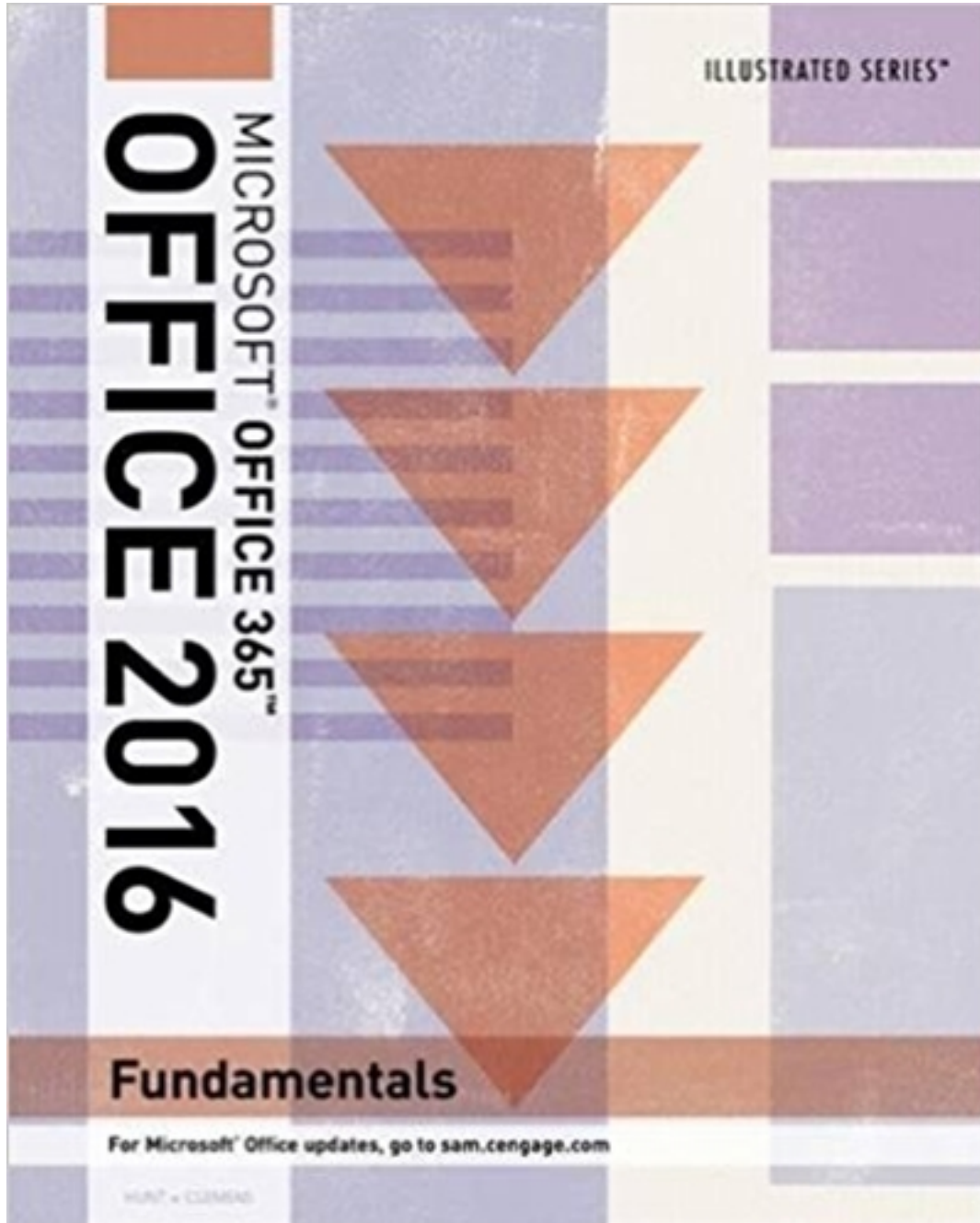


# Test Bank for Illustrated Microsoft Office 365 and Office 2016 Fundamentals 1st Edition by Hunt

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# Test Bank

Name: \_\_\_\_\_ Class: \_\_\_\_\_ Date: \_\_\_\_\_

## Windows 10 - Module 2: Understanding File Management

1. You must double-click a folder or subfolder in the Address bar to show its contents.
  - a. True
  - b. False

*ANSWER:* False

*POINTS:* 1

*REFERENCES:* Understand Files and Folders  
Windows 26

*LEARNING OBJECTIVES:* BESK.OFIN.16.365 - Analyze a file hierarchy

2. In a window, the Address bar is located just above the title bar.
  - a. True
  - b. False

*ANSWER:* False

*POINTS:* 1

*REFERENCES:* Understand Files and Folders  
Windows 26

*LEARNING OBJECTIVES:* BESK.OFIN.16.365 - Analyze a file hierarchy

3. An address is a sequence of folder names that describe a file's location in a file hierarchy.
  - a. True
  - b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* Understand Files and Folders  
Windows 26

*LEARNING OBJECTIVES:* BESK.OFIN.16.365 - Analyze a file hierarchy

4. Subfolders are folders that are inside of other folders.
  - a. True
  - b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* Understand Files and Folders  
Windows 26

*LEARNING OBJECTIVES:* BESK.OFIN.16.366 - Examine files and folders

Name: \_\_\_\_\_ Class: \_\_\_\_\_ Date: \_\_\_\_\_

## Windows 10 - Module 2: Understanding File Management

5. Windows 10 comes with several existing folders.

- a. True
- b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* Understand Files and Folders  
Windows 26

*LEARNING OBJECTIVES:* BESK.OFIN.16.366 - Examine files and folders

6. When you click a folder in the Navigation pane of the File Explorer window, you see its contents on the right side of the window in the File list.

- a. True
- b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* Understand Files and Folders  
Windows 26

*LEARNING OBJECTIVES:* BESK.OFIN.16.366 - Examine files and folders

7. Subfolders appear shaded under the folders that contain them showing that they are inside that folder.

- a. True
- b. False

*ANSWER:* False

*POINTS:* 1

*REFERENCES:* Understand Files and Folders  
Windows 26

*LEARNING OBJECTIVES:* BESK.OFIN.16.366 - Examine files and folders

8. The Address bar is just below the Ribbon.

- a. True
- b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* Understand Files and Folders  
Windows 26

*LEARNING OBJECTIVES:* BESK.OFIN.16.365 - Analyze a file hierarchy

Name: \_\_\_\_\_ Class: \_\_\_\_\_ Date: \_\_\_\_\_

## Windows 10 - Module 2: Understanding File Management

9. RAM is a permanent storage location.

- a. True
- b. False

*ANSWER:* False

*POINTS:* 1

*REFERENCES:* Create and Save a File  
Windows 28

*LEARNING OBJECTIVES:* BESK.OFIN.16.253 - Create a file

10. In Details view in File Explorer, you can see each item's name, the date it was modified, and its file type.

- a. True
- b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* Change File and Folder Views  
Windows 32

11. You can use the Send to command command to copy and paste a file.

- a. True
- b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* Copy Files  
Windows 36

12. A file extension is a three- or four-letter sequence, preceded by a period, that identifies the file as a particular type of document.

- a. True
- b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* Create and Save a File  
Windows 28

*LEARNING OBJECTIVES:* BESK.OFIN.16.253 - Create a file

Name: \_\_\_\_\_ Class: \_\_\_\_\_ Date: \_\_\_\_\_

## Windows 10 - Module 2: Understanding File Management

13. When you create a new folder, the default name for the folder is Blank folder.
- a. True
  - b. False

*ANSWER:* False

*POINTS:* 1

*REFERENCES:* Copy Files  
Windows 36

14. After you start a program and create a new file, the file only exists in your computer's random access memory (RAM).
- a. True
  - b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* Create and Save a File  
Windows 28

*LEARNING OBJECTIVES:* BESK.OFIN.16.367 - Start WordPad

15. When saving a file, the Documents folder is the default (automatically selected) storage location.

\_\_\_\_\_  
*ANSWER:* True

*POINTS:* 1

*REFERENCES:* Create and Save a File  
Windows 28

*LEARNING OBJECTIVES:* BESK.OFIN.16.254 - Save a file

16. Windows 10 lets you search for an app by clicking the Start button and then typing part of its name.

\_\_\_\_\_  
*ANSWER:* True

*POINTS:* 1

*REFERENCES:* Create and Save a File  
Windows 28

*LEARNING OBJECTIVES:* BESK.OFIN.16.253 - Create a file

17. The QuickLook pane is an area on the right side of the screen that shows you what a selected file looks like without opening it. \_\_\_\_\_

*ANSWER:* False - Preview

*POINTS:* 1

*REFERENCES:* Change File and Folder Views  
Windows 32

*LEARNING OBJECTIVES:* BESK.OFIN.16.368 - Preview files

Name: \_\_\_\_\_ Class: \_\_\_\_\_ Date: \_\_\_\_\_

## Windows 10 - Module 2: Understanding File Management

18. When you first save a file, the Save dialog box opens. \_\_\_\_\_

*ANSWER:* False - Save As

*POINTS:* 1

*REFERENCES:* Create and Save a File  
Windows 28

*LEARNING OBJECTIVES:* BESK.OFIN.16.254 - Save a file

19. When you use the Copy command, Windows 10 places a duplicate copy of the file in an area of your computer's RAM called the notepad. \_\_\_\_\_

*ANSWER:* False - clipboard

*POINTS:* 1

*REFERENCES:* Copy Files  
Windows 36

*LEARNING OBJECTIVES:* BESK.OFIN.16.369 - Copy and paste a file

20. When you use the Move command, Windows 10 places a duplicate of the file on the clipboard.

*ANSWER:* False - Copy

*POINTS:* 1

*REFERENCES:* Copy Files  
Windows 36

*LEARNING OBJECTIVES:* BESK.OFIN.16.369 - Copy and paste a file

21. Which button on the desktop do you click to examine your existing folder and file structure?

- a. Internet Explorer
- b. File Explorer
- c. Windows Explorer
- d. Desktop Explorer

*ANSWER:* b

*POINTS:* 1

*REFERENCES:* Explore the Files and Folders on Your Computer  
Windows 30

*LEARNING OBJECTIVES:* BESK.OFIN.16.370 - Navigate to file storage locations

22. A \_\_\_\_ is a three- or four-letter sequence, preceded by a period, that identifies the file type.

- a. filename
- b. file extension
- c. file suffix
- d. file property

*ANSWER:* b

*POINTS:* 1

*REFERENCES:* Create and Save a File  
Windows 28

*LEARNING OBJECTIVES:* BESK.OFIN.16.254 - Save a file

Name: \_\_\_\_\_ Class: \_\_\_\_\_ Date: \_\_\_\_\_

## Windows 10 - Module 2: Understanding File Management

23. In the Save As dialog box, below the Address bar, the \_\_\_\_ contains command buttons that you can click to perform actions.

- a. navigation bar
- b. taskbar
- c. File list
- d. toolbar

*ANSWER:* d

*POINTS:* 1

*REFERENCES:* Create and Save a File  
Windows 28

*LEARNING OBJECTIVES:* BESK.OFIN.16.254 - Save a file

24. \_\_\_\_\_ is a Windows 10 program that creates files in RTF format.

- a. Explorer
- b. FileMaker
- c. WordPad
- d. Paint

*ANSWER:* c

*POINTS:* 1

*REFERENCES:* Create and Save a File  
Windows 28

*LEARNING OBJECTIVES:* BESK.OFIN.16.367 - Start WordPad

25. What is the typical drive letter for the hard drive?

- a. A:
- b. B:
- c. C:
- d. D:

*ANSWER:* c

*POINTS:* 1

*REFERENCES:* Explore the Files and Folders on Your Computer  
Windows 30

*LEARNING OBJECTIVES:* BESK.OFIN.16.370 - Navigate to file storage locations

26. A USB Flash drive is a(n) \_\_\_\_ disk.

- a. floppy
- b. hard drive
- c. internal
- d. removable

*ANSWER:* d

*POINTS:* 1

*REFERENCES:* Windows 30  
Explore the Files and Folders on Your Computer

*LEARNING OBJECTIVES:* BESK.OFIN.16.370 - Navigate to file storage locations

Name: \_\_\_\_\_ Class: \_\_\_\_\_ Date: \_\_\_\_\_

## Windows 10 - Module 2: Understanding File Management

27. When you view the File list on the C: drive, you will see the \_\_\_\_ folder.
- a. Users
  - b. People
  - c. Creators
  - d. Files

*ANSWER:* a

*POINTS:* 1

*REFERENCES:* Explore the Files and Folders on Your Computer  
Windows 30

*LEARNING OBJECTIVES:* BESK.OFIN.16.371 - Open folders

28. The Documents folder is in the \_\_\_\_ folder.
- a. Users
  - b. My Files
  - c. My Computer
  - d. People

*ANSWER:* a

*POINTS:* 1

*REFERENCES:* Explore the Files and Folders on Your Computer  
Windows 30

*LEARNING OBJECTIVES:* BESK.OFIN.16.371 - Open folders

29. The set of appearance choices for files and folders is known as the \_\_\_\_.
- a. Hierarchy
  - b. View
  - c. Design
  - d. Order

*ANSWER:* b

*POINTS:* 1

*REFERENCES:* Change File and Folder Views  
Windows 32

*LEARNING OBJECTIVES:* BESK.OFIN.16.372 - View files as large icons

30. Windows 10 offers eight different \_\_\_\_ for viewing your files and folders.
- a. styles
  - b. designs
  - c. themes
  - d. layouts

*ANSWER:* d

*POINTS:* 1

*REFERENCES:* Change File and Folder Views  
Windows 32

*LEARNING OBJECTIVES:* BESK.OFIN.16.372 - View files as large icons



Name: \_\_\_\_\_ Class: \_\_\_\_\_ Date: \_\_\_\_\_

## Windows 10 - Module 2: Understanding File Management

35. When you save an existing file, the \_\_\_\_ dialog box does not open.
- a. New
  - b. Exit
  - c. Save As
  - d. Save

*ANSWER:* c

*POINTS:* 1

*REFERENCES:* Open, Edit, and Save Files  
Windows 34

*LEARNING OBJECTIVES:* BESK.OFIN.16.254 - Save a file

36. If you open a file and make changes to it and then save the changes, that file has been \_\_\_\_.
- a. edited
  - b. duplicated
  - c. formatted
  - d. saved as another file

*ANSWER:* a

*POINTS:* 1

*REFERENCES:* Open, Edit, and Save Files  
Windows 34

*LEARNING OBJECTIVES:* BESK.OFIN.16.254 - Save a file

37. A copy or replacement of a file is known as a(n) \_\_\_\_.
- a. extra
  - b. double
  - c. dupe
  - d. backup

*ANSWER:* d

*POINTS:* 1

*REFERENCES:* Copy Files  
Windows 36

*LEARNING OBJECTIVES:* BESK.OFIN.16.369 - Copy and paste a file

38. When you copy a file, a duplicate remains on the \_\_\_\_.
- a. clipboard
  - b. flash drive
  - c. hard drive
  - d. desktop

*ANSWER:* a

*POINTS:* 1

*REFERENCES:* Copy Files  
Windows 36

*LEARNING OBJECTIVES:* BESK.OFIN.16.369 - Copy and paste a file

Name: \_\_\_\_\_ Class: \_\_\_\_\_ Date: \_\_\_\_\_

## Windows 10 - Module 2: Understanding File Management

39. In File Explorer, the New Folder button is in the New group on the \_\_\_\_ tab on the Ribbon.
- a. Edit
  - b. Home
  - c. File
  - d. New

*ANSWER:* b

*POINTS:* 1

*REFERENCES:* Copy Files  
Windows 34

*LEARNING OBJECTIVES:* BESK.OFIN.16.376 - Create a new folder

40. When you cut and paste a file, you are actually \_\_\_\_ it.
- a. deleting
  - b. storing
  - c. moving
  - d. copying

*ANSWER:* c

*POINTS:* 1

*REFERENCES:* Move and Rename Files  
Windows 38

*LEARNING OBJECTIVES:* BESK.OFIN.16.377 - Cut and paste a file

41. To rename a file in File Explorer, click the Rename button in the \_\_\_\_ group.
- a. File
  - b. Naming
  - c. Filter
  - d. Organize

*ANSWER:* d

*POINTS:* 1

*REFERENCES:* Move and Rename Files  
Windows 38

*LEARNING OBJECTIVES:* BESK.OFIN.16.378 - Rename a file

42. In File Explorer, the Paste button is in the \_\_\_\_ group.
- a. Clipboard
  - b. Edit
  - c. Rename
  - d. Home

*ANSWER:* a

*POINTS:* 1

*REFERENCES:* Move and Rename Files  
Windows 38

*LEARNING OBJECTIVES:* BESK.OFIN.16.377 - Cut and paste a file

Name: \_\_\_\_\_ Class: \_\_\_\_\_ Date: \_\_\_\_\_

## Windows 10 - Module 2: Understanding File Management

43. You can quickly find any file, folder, or program using \_\_\_\_\_.  
a. Windows 10      b. Windows Help  
c. Windows Finder      d. Windows Search

*ANSWER:*                      d

*POINTS:*                      1

*REFERENCES:*              Search for Files and Folders  
Windows 40

*LEARNING OBJECTIVES:* BESK.OFIN.16.379 - Search for a file

44. Search text is also known as search \_\_\_\_\_.  
a. clues              b. criteria  
c. keywords      d. filters

*ANSWER:*                      b

*POINTS:*                      1

*REFERENCES:*              Search for Files and Folders  
Windows 40

*LEARNING OBJECTIVES:* BESK.OFIN.16.379 - Search for a file

45. The \_\_\_\_ button limits your search to the files and folders in your storage locations on the device being search.  
a. Personal      b. User  
c. My Stuff      d. Device

*ANSWER:*                      c

*POINTS:*                      1

*REFERENCES:*              Search for Files and Folders  
Windows 40

*LEARNING OBJECTIVES:* BESK.OFIN.16.379 - Search for a file

46. As you search for a file, a green progress bar appears in the \_\_\_\_ bar.  
a. File list              b. Taskbar  
c. Details pane      d. Address bar

*ANSWER:*                      d

*POINTS:*                      1

*REFERENCES:*              Search for Files and Folders  
Windows 40

*LEARNING OBJECTIVES:* BESK.OFIN.16.379 - Search for a file

Name: \_\_\_\_\_ Class: \_\_\_\_\_ Date: \_\_\_\_\_

## Windows 10 - Module 2: Understanding File Management

47. One way to open a found file is to \_\_\_\_ it.
- a. double-click
  - b. click
  - c. hover over
  - d. left-click

*ANSWER:* a

*POINTS:* 1

*REFERENCES:* Search for Files and Folders  
Windows 40

*LEARNING OBJECTIVES:* BESK.OFIN.16.380 - Open a found file

48. Emptying the Recycle Bin frees up \_\_\_\_ on your computer.
- a. RAM
  - b. storage space
  - c. room on the flash disk
  - d. room on the desktop

*ANSWER:* b

*POINTS:* 1

*REFERENCES:* Delete and Restore Files  
Windows 42

*LEARNING OBJECTIVES:* BESK.OFIN.16.381 - Empty the Recycle Bin

49. Files and folders that have been placed in the Recycle Bin can be \_\_\_\_.
- a. recycled
  - b. copied
  - c. restored
  - d. replaced

*ANSWER:* c

*POINTS:* 1

*REFERENCES:* Delete and Restore Files  
Windows 42

*LEARNING OBJECTIVES:* BESK.OFIN.16.382 - Restore a file

50. When you delete files from a(n) \_\_\_\_, they do not go to the Recycle Bin.
- a. USB flash drive
  - b. hard drive
  - c. folder
  - d. list

*ANSWER:* a

*POINTS:* 1

*REFERENCES:* Delete and Restore Files  
Windows 42

*LEARNING OBJECTIVES:* BESK.OFIN.16.383 - Delete a file

Name: \_\_\_\_\_ Class: \_\_\_\_\_ Date: \_\_\_\_\_

## Windows 10 - Module 2: Understanding File Management

51. .rtf is an example of a(n) \_\_\_\_\_.

- a. Excel document
- b. file extension
- c. type of RAM
- d. file size

*ANSWER:* b

*POINTS:* 1

*REFERENCES:* Create and Save a File  
Windows 28

*LEARNING OBJECTIVES:* BESK.OFIN.16.253 - Create a file

52. To see the storage locations available on your computer, click \_\_\_\_\_ in the Navigation pane of File Explorer.

- a. My Stuff
- b. This PC
- c. Personal
- d. My Documents

*ANSWER:* b

*POINTS:* 1

*REFERENCES:* Create and Save a File  
Windows 28

53. The WordPad program creates files in \_\_\_\_\_ format.

- a. DOC
- b. DOCX
- c. RTF
- d. USB

*ANSWER:* c

*POINTS:* 1

*REFERENCES:* Create and Save a File  
Windows 28

*LEARNING OBJECTIVES:* BESK.OFIN.16.253 - Create a file

54. A File Explorer window contains the File list, the Address bar and the \_\_\_\_\_ pane.

- a. groups
- b. Icon view
- c. categories
- d. Navigation

*ANSWER:* d

*POINTS:* 1

*REFERENCES:* Explore the Files and Folders on Your Computer  
Windows 30

*LEARNING OBJECTIVES:* BESK.OFIN.16.366 - Examine files and folders



Name: \_\_\_\_\_ Class: \_\_\_\_\_ Date: \_\_\_\_\_

## Windows 10 - Module 2: Understanding File Management

60. You can \_\_\_\_\_ your folders and files to change the order they are listed.

*ANSWER:* sort

*POINTS:* 1

*REFERENCES:* Change File and Folder Views  
Windows 32

*LEARNING OBJECTIVES:* BESK.OFIN.16.373 - Sort files

61. When you save an existing file that you have changed, you use the \_\_\_\_\_ command.

*ANSWER:* Save

*POINTS:* 1

*REFERENCES:* Open, Edit, and Save Files  
Windows 34

*LEARNING OBJECTIVES:* BESK.OFIN.16.254 - Save a file

62. The search text you type is called your \_\_\_\_\_.

*ANSWER:* search criteria

*POINTS:* 1

*REFERENCES:* Search for Files and Folders  
Windows 40

*LEARNING OBJECTIVES:* BESK.OFIN.16.379 - Search for a file

63. When you \_\_\_\_\_ a file, the file is transferred to a new location and no longer exists in its original location.

*ANSWER:* move

*POINTS:* 1

*REFERENCES:* Move and Rename Files  
Windows 38

*LEARNING OBJECTIVES:* BESK.OFIN.16.377 - Cut and paste a file

Name: \_\_\_\_\_ Class: \_\_\_\_\_ Date: \_\_\_\_\_

## Windows 10 - Module 2: Understanding File Management

64. Describe the similarities and differences between using Save and Save As to save a new file and an existing file.

*ANSWER:* Save and Save As work in the same way when you first save a file. In both cases, a Save As dialog box opens so you can select the drive and folder where you want to save the file and you can enter a filename for the new file.

If you open, modify, and then save an existing file, Save will save the file under the same name on the same drive and in the same folder. Save As, on the other hand, will open a Save As dialog box, and you have the option of saving the file under a new filename, in a different folder, on a different drive, or by using any combination of these options.

*POINTS:* 1

*REFERENCES:* Open, Edit, and Save Files  
Windows 34

*LEARNING OBJECTIVES:* BESK.OFIN.16.254 - Save a file

*TOPICS:* Critical Thinking

65. What does it mean to restore a file and how do you do it?

*ANSWER:* When you delete a file or folder from the hard drive, it is placed in the Recycle Bin on the desktop. The contents of the Recycle Bin remain there until the Recycle Bin is emptied. If you need a file that you have deleted, you can restore it, which means that it leaves the Recycle Bin and is placed in its original location. To restore a file or folder, you double-click the Recycle Bin to open it. When you see the file or folder you wish to restore, select it, and then choose Restore the selected items button in the Restore group on the Recycle Bin Tools Manage tab. It is important to note that items deleted from a removable drive cannot be restored.

*POINTS:* 1

*REFERENCES:* Delete and Restore Files  
Windows 42

*LEARNING OBJECTIVES:* BESK.OFIN.16.382 - Restore a file

*TOPICS:* Critical Thinking

66. Explain how you can search for a lost file on your computer and limit retrieval to only files on your computer.

*ANSWER:* First click in the search box on the taskbar and then type your search criteria. When the Search menu opens with possible matches, click My Stuff near the bottom of the menu. This will limit the search to files and folders in your storage locations on the current device.

*POINTS:* 1

*REFERENCES:* Search for Files and Folders  
Windows 40

*LEARNING OBJECTIVES:* BESK.OFIN.16.379 - Search for a file

*TOPICS:* Critical Thinking

Name: \_\_\_\_\_ Class: \_\_\_\_\_ Date: \_\_\_\_\_

## Windows 10 - Module 2: Understanding File Management

Todd works for an advertising firm and handles advertising projects for various clients. To keep track of the projects he has for each client, he wants to organize the client and project files on his hard disk so that he can quickly locate them.

67. Describe how Todd can effectively organize his files for each client and each of the projects he handles for them.

*ANSWER:* Todd should create a folder for each client, and within each client's folder, he should create subfolders for each project.

*POINTS:* 1

*REFERENCES:* Understand Files and Folders  
Windows 26

*LEARNING OBJECTIVES:* BESK.OFIN.16.366 - Examine files and folders

*TOPICS:* Critical Thinking

68. Todd's new client owns a chain of jewelry stores in Washington. He has three stores, one in Seattle, one in Spokane, and one in Tacoma. In the future, he plans to expand to other states. What would be a good folder structure for the documents he needs to store for each of the three stores in Washington.

*ANSWER:* Todd should create one folder named Washington and then three subfolders within the Washington folder named Seattle, Spokane, and Tacoma.

*POINTS:* 1

*REFERENCES:* Understand Files and Folders  
Windows 27

*LEARNING OBJECTIVES:* BESK.OFIN.16.366 - Examine files and folders

*TOPICS:* Critical Thinking

69. Todd has accidentally deleted his Spokane folder. How can he retrieve it?

*ANSWER:* Todd can open the Recycle Bin, select the Spokane folder, and then choose Restore the selected items button in the Restore group on the Recycle Bin Tools Manage tab. The Spokane folder will be restored to its original location.

*POINTS:* 1

*REFERENCES:* Delete and Restore Files  
Windows 42

*LEARNING OBJECTIVES:* BESK.OFIN.16.382 - Restore a file

*TOPICS:* Critical Thinking

*Match each term with the correct definition or description below.*

- search criteria
- subfolder
- layout
- file extension
- USB flash drive
- backup

*REFERENCES:* Change File and Folder Views

Name: \_\_\_\_\_ Class: \_\_\_\_\_ Date: \_\_\_\_\_

## Windows 10 - Module 2: Understanding File Management

Copy Files  
Create and Save a File  
Search for Files and Folders  
Understand Files and Folders  
Windows 26  
Windows 28  
Windows 32  
Windows 36  
Windows 40

*LEARNING OBJECTIVES:* BESK.OFIN.16.253 - Create a file  
BESK.OFIN.16.254 - Save a file  
BESK.OFIN.16.366 - Examine files and folders  
BESK.OFIN.16.369 - Copy and paste a file  
BESK.OFIN.16.372 - View files as large icons  
BESK.OFIN.16.379 - Search for a file

70. A folder contained within another folder

*ANSWER:* b

*POINTS:* 1

71. One or more pieces of information that helps Windows 10 locate the file you want

*ANSWER:* a

*POINTS:* 1

72. One of 8 different ways to view your files and folders

*ANSWER:* c

*POINTS:* 1

73. A set of characters at the end of a filename used to identify the file type

*ANSWER:* d

*POINTS:* 1

74. Small, portable storage media

*ANSWER:* e

*POINTS:* 1

75. A copy of a file that is stored externally in case something happens to the original file

*ANSWER:* f

*POINTS:* 1