

File Management Quiz

Please fill out the following questions to the best of your knowledge. At the end of the quiz answers will be provided for you.

1. The Floppy Drive "A;" allows you to take files from one computer to another
 - a. True
 - b. False
2. The Drive letter "C:" is where you would find the "My Documents" folder
 - a. True
 - b. False
3. How much storage space exists on each type of storage device?

Match the approximate quantity of data to the various storage device.
The first one is done for you.

(D) Floppy Disk	(A) 150-200 megs	(F) 150 bytes
___ Zip Disk	(B) 10 gigs	(G) 10 meg
___ CD	(C) more than 20 gigs	(H) 700 gig
___ Newer Hard drives	(D) 1 meg	
___ Individual Network Drive (F:)	(E) 650-700 megs	












4. "Save As" will allow you to save your file under a new filename
 - a. True
 - b. False
5. "Save" will save the file under the current name.
 - a. True
 - b. False
6. For each of the following, select whether it is a good idea or bad idea when it comes to file management.

	Good Idea	Bad Idea
Organize your files in a meaningful way		
Use dates in your filename if you update the file frequently		
Always rely on the College to back-up your documents		
Use a prefix (Course Code, Section etc.) when you have similar files		
Keep all your files in My Documents regardless of how you work		

7. Match the following file extensions with the file type.
The first one has been done for you.

_(E)_doc	(A) Power Point	(F) Rich Text Format
___ gif/jpg	(B) Web	(G) Blackboard
___ ppt	(C) E-mail	(H) Images
___ htm	(D) Excel	
___ rtf	(E) Word Document	
8. In which order (1-3) do you navigate to find or save a file?
 - ___ Folder
 - ___ Drive
 - ___ File Name

9. A single click of the mouse....
- Opens a folder
 - Highlights an item
 - Copies an item
10. A double click of the mouse....
- Opens a folder
 - Highlights an item
 - Does nothing
11. Which of the following action will not allow you to re-name a file?
- Right click on select name
 - Highlight and click on the filename
 - Double-click on the file
 - Press the F2 key
12. The Cut/Paste method of moving files
- Creates a copy of the file in the new destination
 - Moves the file to the new destination
13. The Copy/Paste method of moving files
- Creates a copy of the file in the new destination
 - Moves the file to the new destination
14. Right clicking on a file and selecting "send to" allows you to:
- Create a copy of the file in the new destination
 - Move the file to the new destination
15. Match the icons to their purpose. The first one is done for you.

(J) 		(A) Desktop	(G) Up one Directory
		(B) Open file	(H) Print
		(C) Minimize window	(I) New folder
		(D) Save	(J) Help
		(E) Close	(K) Paste
		(F) Maximize window	