



Digital Literacy II: Office Productivity

Unit 1 File Management

UNIT EXAM

1. The file system for a personal computer is analogous to a _____
 - a. Rolodex file, cards, and contents
 - b. Library card-catalog file
 - c. File cabinet, folders, and papers**
 - d. None of the above
2. Which program is used to access files on a Windows 10 PC?
 - a. File Finder
 - b. File Explorer**
 - c. Internet Explorer
 - d. None of the above
3. In Windows 10, “My Computer” is now called _____
 - a. My PC
 - b. This Computer
 - c. This PC**
 - d. None of the above
4. Which item represents your hard-drive in a Windows 10 file system?
 - a. Local Disk (C:)**
 - b. Local Drive (C:)
 - c. Hard Disk (C:)
 - d. Hard Drive (C:)
5. Everything on your computer is stored in which location?
 - a. Desktop
 - b. This PC**
 - c. Documents
 - d. Downloads









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6. What is the file name in the path C: > Users > Watson > Desktop > photo.jpg?
- Users
 - Desktop
 - Watson
 - photo.jpg**
7. Which items are considered sub folders in the path C: > Users > Watson > Desktop > photo.jpg?
- Users and Watson
 - Watson and Desktop**
 - Users and Desktop
 - All of the above
8. TRUE or FALSE? In Windows 10 you can access Microsoft OneDrive using File Explorer
- True**
 - False
9. Which of the following Taskbar icons opens File Explorer?
- 
 - 
 - 
 - 
10. In File Explorer, hard drives, CD/DVD drives, and external drives are labeled with a(n):
- Letter**
 - Number
 - Word
 - Phrase



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11. In File Explorer, the folder path that you navigate to is listed in the:
- Details Pane
 - Navigation Pane
 - Path Bar**
 - Quick Access List
12. When using File Explorer, which folders should you avoid changing or deleting?
- Program Files
 - Program Files (x86)
 - Windows
 - All of the above**
13. Software applications are stored in which folder?
- Program Files**
 - Software Files
 - Software Apps
 - Application Files
14. TRUE or FALSE? In File Explorer, “This PC” is the same thing as “Local Disk (C:)”
- True
 - False**
15. Which of the following is true about OneDrive?
- It’s an online system for storing files
 - It saves documents to Microsoft’s computers
 - It’s a tool to compress multiple drives into one
 - Both (a) and (b)**





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16. In File Explorer, deleted files are _____
- Permanently removed from the computer
 - Moved to the Recycle Bin**
 - Uploaded to OneDrive
 - Copied to the Recycle Bin
17. To arrange files so that all Word documents are listed together, you can:
- Sort by type**
 - Sort by name
 - Sort by file
 - Sort by size
18. Which of the following are true about file extensions?
- Identifies the type of file
 - Determines which program opens a file
 - Follows the dot (.) in a file name
 - All of the above**
19. Zipping a file will:
- Compress the file to a smaller size**
 - Protect the file from viruses
 - Take longer to upload than an unzipped file
 - Send the file to the Recycle Bin
20. To move or copy a file or folder, you can:
- Use the Ribbon
 - Right-click the file or folder
 - Click and drag the file or folder
 - All of the above**





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