Unit **2** **WORKSHEET 2B**

Windows Explorer

Directions: Circle the letter of the choice that correctly completes the sentence or answers the question.

1. Windows Explorer is a type of program called a(n) _____.
   a. hierarchy   **c.** DOS
   b. file manager   **d.** operating system

2. A computer's hard drive is most commonly the _____ drive.
   a. A: **c.** C:
   b. B: **d.** D:

3. In Windows, deleted items are sent to the _____.
   a. desktop   **c.** clipboard
   b. trash can   **d.** recycle bin

4. In Windows Explorer, the opposite of expanding a folder is _____ a folder.
   a. Hiding   **c.** Selecting
   b. Collapsing   **d.** Deleting

5. A(n) _____ is a picture icon that is a direct link to a file or folder.
   a. folder   **c.** hyperlink
   b. desktop button   **d.** desktop shortcut

6. The _____ tool is an excellent method for finding a file, program, or folder.
   a. Find and Replace   **c.** Restore
   b. Search   **d.** Seek

7. In Windows Explorer, a computer's drives are listed in the _____ folder.
   a. My Computer   **c.** My Pictures
   b. My Documents   **d.** My Drives

8. Use the _____ command to rename and copy a file to a new location at the same time.
   a. Rename   **c.** Save
   b. Move   **d.** Save As

9. A file's summary, author, date created, and disk size are known as _____.
   a. file properties   **c.** file contents
   b. file elements   **d.** file statistics

10. The _____ at the bottom of the screen displays the Start button, active applications, and the time.
   a. task menu   **c.** job bar
   b. taskbar   **d.** start bar