

# Windows 10 and File Management

T/F 1. You can launch the Windows Settings from the Start Menu

**Answer:** True

**Explanation:** The Windows Settings button is the gear button all the way on the far left side of the Start Menu.

**Reference:** USE THE START MENU TO LAUNCH APPLICATIONS

T/F 2. A file is always permanently deleted when deleting using the delete key on your keyboard.

**Answer:** False

**Explanation:** By default, all deleted applications move to the Recycle Bin, where they can be restored or permanently deleted.

**Reference:** DELETING FILES

T/F 3. Commands related to the current windows are contained in a Ribbon.

**Answer:** True

**Explanation:** The Ribbon contains tabs of related commands.

**Reference:** USING THE FILE EXPLORER RIBBON AND CUSTOMIZING FILE EXPLORER

T/F 4. You can display two windows side by side using Windows key + Left Arrow with the first window selected, and then clicking on the window you want on the right side.

**Answer:** True

**Explanation:** To display the two windows side by side, click one window and press Windows Key + Left Arrow to place that window on the left side of the

screen. Then, click the other window to place that window on the right side of the screen.

You can also drag the first window all the way to either the right or left edge of the screen and let go, then click on another open window you want to fill the other half of the screen.

**Reference:** MULTITASKING TO SWITCH BETWEEN MULTIPLE APPLICATIONS

T/F 5. To cut a piece of information, is it the same as deleting it from the computer?

**Answer:** False

**Explanation:** Cutting information removes it from the original window or application, but leaves a copy on the clipboard; deleting information also removes it from the original window or application, but does not place a copy on the clipboard.

**Reference:** CREATING, COPYING, MOVING, AND RENAMING FILES AND FOLDERS

6. For what purpose is the Recycle Bin used for?

- A. To temporarily hold things you intend to delete, and then for either restoring the files or deleting them permanently.
- B. To hold files you want to move to a new location.
- C. To transfer files between the Start screen and the Desktop.
- D. To restore files that have been permanently deleted.

**Answer:** A

**Explanation:** The Recycle Bin, is a temporary holding area for files and folders that you intend to delete. If you find you have mistakenly deleted a file or a folder, you can, find it in the Recycle Bin and restore it.

**Reference:** DELETING FILES

7. On the File Explorer's Navigation Pane you can find?

- A. Your local computer network.
- B. A compact web browser to navigate websites.
- C. Common locations on your computer.
- D. Storage media connected to your computer, such as USB thumb drives and external hard drives.

**Answer:** A, C, D

**Explanation:** The File Explorer's Navigation Pane allows you to quickly access commonly visited folders and storage devices connected to your computer. It can be customized.

**Reference:** Using the File Explorer ribbon and customizing File Explorer

8. How do you move a file to from the Desktop to the Recycle Bin?

- A. Right-click on the file and choose Delete from the menu.
- B. Drag it to the Recycle Bin on the Desktop.
- C. Drag it to the System Tray, and then choose Move to Recycle bin from the menu.
- D. A and B.
- E. B and C

**Answer:** D

**Explanation:** You can move a file to the recycle bin using one of these methods: Drag the shortcut on top of the Recycle Bin; Tap and hold or right-click the item to display a shortcut menu, then click Delete; Select the item and press the Delete key on your keyboard.

**Reference:** WORKING WITH THE RECYCLE BIN

9. In the upper right corner of a window, what kind of functionalities can you find?

- A. A control used to switch between applications and to show windows side by side.
- B. The App control menu.

C. Buttons to minimize, restore, and close the window.

**Answer:** C

**Explanation:** The three buttons on the upper right corner allow you to minimize, restore, and close the window.

**Reference:** INTERACTING WITH WINDOWS, MENUS, AND RIBBONS

10. Where can you view available printers on your computer

- A. Devices from Windows Settings.
- B. Devices and Printers from the System Tray.
- C. The Print Command from the Ribbon.

**Answer:** A

**Explanation:** Use the Devices page of Windows Settings to see what printers you have installed and available. In Windows Settings, the default printer is labeled with the word Default. Additionally, you can use the Devices and Printers page of the Control Panel. In the Control Panel, the printer with the green checkmark is the default printer.

**Reference:** MANAGE DEFAULT PRINTERS.

T/F 11. To search for files on your computer, you use a search bat called “File Explorer.”

**Answer:** False

**Explanation:** The File Explorer is an organizational tool you can use to manage the files on your computer’s hard drive. You can create folders and place your files in them, delete files and folders, and copy and move files and folders.

**Reference:** SEARCHING FOR FILES

T/F 12. You can use the View tab in the File Explorer to control how files appear in the contents pane.

**Answer:** True

**Explanation:** You can control the way files appear in the contents pane using any of eight views; each view provides you with different information. Switch views by clicking the View tab, and then selecting a view from the Layout group.

**Reference:** MANAGING FILES AND FOLDERS

T/F 12. You can select non-contiguous files in a folder while pressing the Ctrl key.

**Answer:** True

**Explanation:** Press control while selecting non-contiguous files and folders in the File Explorer.

**Reference:** CREATING, COPYING, MOVING, AND RENAMING FILES AND FOLDERS

T/F 13. When renaming a file, you should rename the filename and the extension.

**Answer:** False

**Explanation:** When you rename a file, don't change the extension or the application that created the file, won't be able to recognize and open it.

**Reference:** CREATING, COPYING, MOVING, AND RENAMING FILES AND FOLDERS

T/F 14. To move a file from one folder to another, you hold the Windows Key and then drag the file between the two folders.

**Answer:** False

**Explanation:** Do not hold the Windows Key. Pressing the Windows Key will open the Start Menu.

**Reference:** CREATING, COPYING, MOVING, AND RENAMING FILES AND FOLDERS

**15.** In a folder with many files, how do you select all files using a single step?

- A. Choose Select All from the Home ribbon
- B. Select each item, one by one
- C. Ctrl + A
- D. A and C

**Answer:** D

**Explanation:** You can choose the Select All button from the ribbon or select the checkbox next to Name column heading to do this using one step.

**Reference:** CREATING, COPYING, MOVING, AND RENAMING FILES AND FOLDERS

T/F **16.** When setting your desktop background picture, you're limited to a single, static image.

**Answer:** False

**Explanation:** You can select a different set of background images by selecting a folder as your album in the Background section of the Personalisation page of Windows Settings.

**Reference:** DESKTOP PERSONALIZATION

T/F **17.** By default, Windows 10 will automatically install system updates.

**Answer:** True

**Explanation:** By default, Windows 8 automatically checks for and installs any updates designated as "important."

**Reference:** CONFIGURING WINDOWS UPDATES

**18.** The Lock Screen appears in which of the following situations?

- A. The first time you start Windows.

- B. Whenever you reboot your computer
- C. Your computer sits idle.
- D. All of the above

**Answer:** D

**Explanation:** The Lock Screen appears the first time you start Windows 8 and each time you restart your computer. It also appears any time you let your computer stand idle or if you lock your computer.

**Reference:** SIGN IN OPTIONS AND THE LOCK SCREEN

**19.** You can end misbehaving apps can be quit using which method?

- A. Alt + F4.
- B. Rebooting your computer.
- C. The Task Manager.
- D. All of the above

**Answer:** C

**Explanation:** The Task Manager shows a list of the applications currently running on your computer; here you can select any running application and hit End Task button which will force that application to quit.

**Reference:** ACCESSING THE TASK MANAGER, QUICK LINK MENU, AND CONTROL-ALT-DELETE