**Theory on File management**

1. Rate each of the following passwords as “weak”, “strong” or “very strong”:

N@t1onal2o19 Choose an item.

Long2Montagu#Electric)Lego Choose an item.

SamHolly (your dogs’ names) Choose an item.

2. The table below shows some of the different types of system software installed on a computer.

Type the name of the system software to match the examples: They are –

Operating systems, Device drivers, Firmware, Utilities

|  |  |
| --- | --- |
| Examples | System software |
| Android, iOS |  |
| ROM or EFROM |  |
| Mouse, keyboard |  |
| File compression |  |
| Microsoft Windows |  |
| Network card, display card |  |
| Antivirus and security software |  |
| Firewall |  |
| Linux |  |
| Hardware diagnostic services |  |

3. When does the Save As dialog box appears?

(a) The first time a file is saved using the File Tab and Save As command

(b) Every time a file is saved by clicking the Save button on the Quick Access Toolbar

(c) Both (a) and (b)

(d) None of the above

**Answer:** Click or tap here to enter text.

4. How do you change the font for existing text within a document?

(a) Select the text, then choose the new font

(b) Choose the new font, then select the text

(c) Either (a) or (b)

(d) Neither (a) nor (b)

**Answer**: Click or tap here to enter text.

5. Which of the following deselects a selected block of text?

(a) Clicking anywhere outside the selected text

(b) Clicking any alignment button on the toolbar

(c) Clicking the Bold, Italic, or Underline button

(d) All of the above

**Answer:** Click or tap here to enter text.

6. Match the following terms with the correct description.  
Choose an item.\_ \_\_ 1. Internet Explorer  
Choose an item. \_\_\_ 2. My Computer  
Choose an item. \_\_\_ 3. The Start button  
Choose an item. \_\_\_ 4. My documents  
Choose an item. \_\_\_ 5. Recycle Bin

a. This is the default folder for all documents in Windows.

b. This button allows you to launch different programs.

c. This is where you would expect to find deleted files.

d. This program is a browser used to surf the Internet.

e. This icon represents all the drives of the computer.

7. On the *File* tab, which menu command contains the properties command? Choose an item.

8. Using Office, you can share files, by using …… Choose an item.

9. When a column is too narrow in Excel for a value to display, what will happen?

a. A warning dialog box will appear

b. It will be deleted

c. The cell will display #### or scientific notation

d. The cell will display an error message

**Answer:** Choose an item.

10. Formulas and functions always begin with a(n) Click or tap here to enter text. **in Excel.**

a. \* (asterisk)

b. & (ampersand)

c. $ (dollar sign)

d. = (equal sign)

11. To copy a group of non-consecutive files.

1. Hold down the Shift-key while clicking on each filename to be copied.
2. Hold down the Alt-key while clicking on each filename to be copied.
3. Hold down the Ctrl-key while clicking on each filename to be copied.
4. All the above
5. (a) and (c).

**Answer:** Choose an item.

12. Suppose you have several windows open on your desktop, but some of them are hidden behind other windows. What is the easiest way to switch to one of the hidden windows?

1. Close all programs and reopen them one-by-one
2. Click the icon on the taskbar
3. Press your computer's Power button
4. Press Ctrl+Alt+Delete on your keyboard

**Answer:** Choose an item.

13. True or False: When you move a file to the Recycle Bin, it will be immediately deleted from your computer.

**Answer**:

14. When you double-click a file on the desktop, it will open in the Choose an item. \_\_\_\_.

1. Start menu
2. associated application
3. Control Panel

15. When would you use the Ctrl+Alt+Delete keyboard shortcut?

1. When you want to delete a file
2. When you first boot up your computer
3. When a program is unresponsive
4. When a program first opens

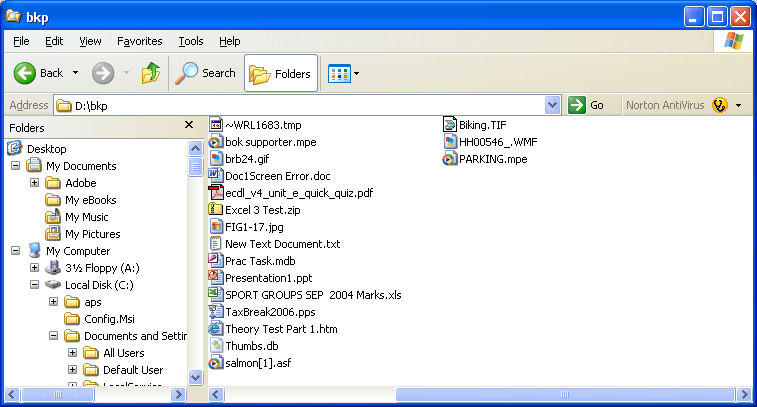
**Answer**: Choose an item.

**16.** What is a PDF file**?**

**Answer:** T

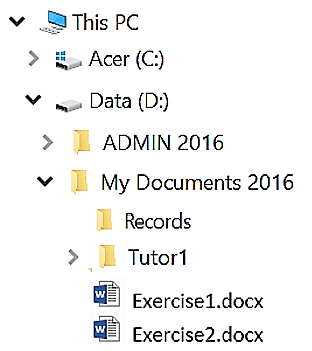
**SECTION 2**

The following files are on the hard drive displayed below:

1. Identify each of the following files according to their extension or icon by listing them in the table below: Name 10 (**Note** this is not the Office 2013 – 2016 extensions but still the old version*: Word 97 – 2003 Document (\*.doc)*

|  |  |
| --- | --- |
| **Extension like (.doc)** | **Associated application** |
| .doc |  |
| .zip |  |
| .ppt |  |
| .mdb |  |
| .htm |  |
| .xls |  |
| .WMF |  |
| .TIF |  |
| .tmp |  |
| .gif |  |
| .pdf |  |
| .mpe |  |

2. Study the diagram of a file structure below and answer the questions.

2.1 What does this symbol  next to a drive means?

Give a short description.

**Answe**r:

2.2 How many drives are on this PC and which one is active (open).

**Answer:** Click or tap here to enter text.

2.3 Name the two folders created in (D:) drive.

**Answer:** Click or tap here to enter text.

2.4 Name the folders that is collapse (Close). Explain your answer.

**Answer:** Click or tap here to enter text.

2.5 Which subfolder is expanded?

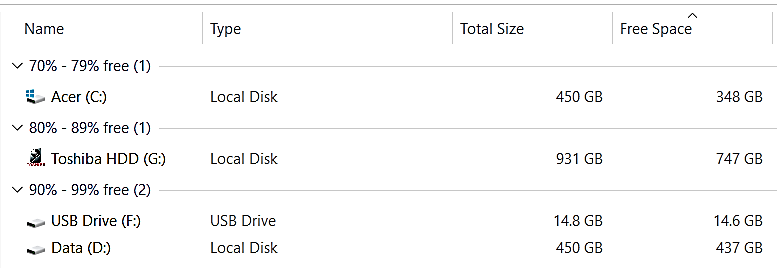
**Answer:** Click or tap here to enter text.

2.6 Name the type of files in Tutor1.

**Answer:** Click or tap here to enter text.

**SECTION 3**

Your friend shows you the following screen capture from her system’s storage capacity. Her computer has a 1 TB SSD. Study the information provided and answer the questions that follow:



3.1 Estimate how much space does this hard disk have in total on this system.

**Answer:**

3.2 How many external devices are connected to the system. Name them and their Total Size.

**Answer**:

3.3 Your friend has a 1 TB SSD. How much GB is one TB?

**Answer:**

3.4 How much total Free Space is available on this system?

**Answer:**

3.5 Estimate how much space is used in total on this system.

**Answer:**

3.6. Explain what is meant by the term office suite by referring to the typical components of such a package.

**Answer:**