**Theory on File management**

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

N@t1onal2o19 Strong

Long2Montagu#Electric)Lego Very Strong

SamHolly (your dogs’ names) Weak

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 | Mobile Operating System |
| ROM or EFROM | Firmware |
| Mouse, keyboard | Device drivers |
| File compression | Utilities |
| Microsoft Windows | Operating System |
| Network card, display card | Device drivers |
| Antivirus and security software | Utilities |
| Firewall | Firmware |
| Linux | Operating System |
| Hardware diagnostic services | Utilities |

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:** (a)

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**: (a)

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:** (a)

6. Match the following terms with the correct description.  
d.\_ \_\_ 1. Internet Explorer  
e. \_\_\_ 2. My Computer  
b. \_\_\_ 3. The Start button  
a. \_\_\_ 4. My documents  
c. \_\_\_ 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? Info

8. Using Office, you can share files, by using …… All of the above

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:** c.

10. Formulas and functions always begin with a(n) d. **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:** c.

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:** b.

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

**Answer**: False

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

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

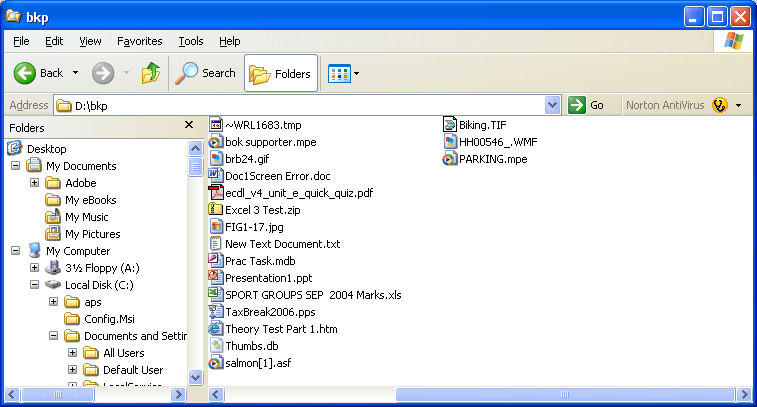
**Answer**: c.

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

**Answer:** The PDF is now an open standard, maintained by the International Organization for Standardization (ISO). PDF documents can contain links and buttons, form fields, audio, video, and business logic. They can be signed electronically, and you can easily view PDF files on Windows or Mac OS using the free Acrobat Reader DC software.

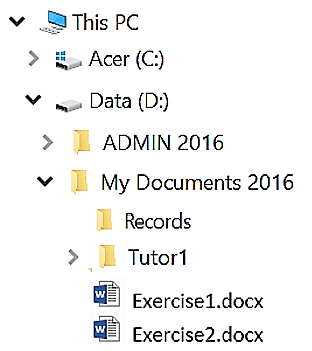
**SECTION 2**

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 | Microsoft Word |
| .zip | ZIP is an archive file format that supports lossless data compression. ... ZIP files generally use the file extensions .zip or .ZIP and the MIME media type application/zip. |
| .ppt | Microsoft PowerPoint |
| .mdb | Microsoft Access |
| .htm | Web page |
| .xls | Microsoft Excel |
| .WMF | MF is a file extension for a graphics file used with Microsoft Windows. |
| .TIF | TIF is an image format file for high-quality graphics. which stands for “Tagged Image Format File. |
| .tmp | Temporary file |
| .gif | GIF, or Graphic Interchange Format, is a file extension for an often animated raster graphics file |
| .pdf | Adobe Reader. Second most common image format used on the World Wide Web after JPEG. |
| .mpe | The MPE format was designed specifically for Video-CD and CD-i media. |

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: This symbol next to a drive icon in the Navigation pane shows that the drive contains folders and files. The subfolders and files in the folder are hidden.

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

**Answer:** 2 Drives (C:) & (D:)

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

**Answer:** ADMIN 2016 & My Documents 2016

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

**Answer:** ADMIN 2016. Click the symbol  to display the subfolders and files within the folder

2.5 Which subfolder is expanded?

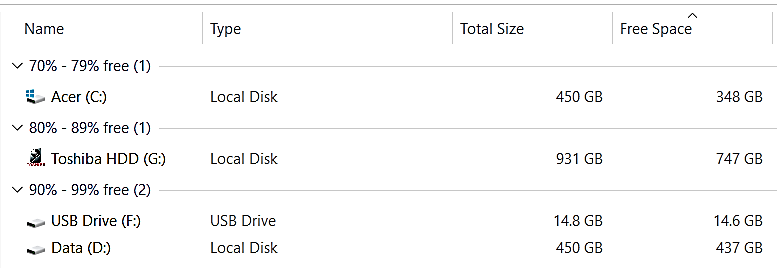
**Answer:** Tutor1 subfolder

2.6 Name the type of files in Tutor1.

**Answer:** Microsoft Word 2016 files. Extension .docx

**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:** (900 GB) It is a SSD 1 TB Acer (C:) and Data (D:)

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

**Answer**: Toshiba HDD (G:) external hard drive 1 TB

USB drive (F:)

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

**Answer:** 1 TB = 1000 GB

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

**Answer:** 785 GB

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

**Answer:** ± 115 GB

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

**Answer:** In computing, an office suite is a collection of productivity software usually containing a word processor, spreadsheet and a presentation program. There are many different brands and types of office suites. Popular office suites include Microsoft Office, G Suite, Apache OpenOffice, and LibreOffice.