

REVISION WORKSHEET FOR CLASS V

Name

Date

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

1. The Documents folder organizes folders and files in a(n) structure.
 - a. parallel
 - b. top-down
 - c. DOS
 - d. operating system
2. A computer's hard drive is most commonly the drive.
 - a. A:
 - b. B:
 - c. C:
 - d. D:
3. In Windows, deleted items are sent to the .
 - a. desktop
 - b. trash can
 - c. clipboard
 - d. Recycle Bin
4. In the Documents folder, the opposite of expanding a folder is a folder.
 - a. Hiding
 - b. Collapsing
 - c. Selecting
 - d. Deleting
5. A(n) is a picture icon that is a direct link to a file or folder.
 - a. folder
 - b. desktop button
 - c. hyperlink
 - d. desktop shortcut
6. The tool is an excellent method for finding a file, program, or folder.
 - a. Find and Replace
 - b. Search
 - c. Restore
 - d. Seek
7. In the Documents folder, a computer's drives are listed in the folder.
 - a. Computer
 - b. Documents
 - c. Pictures
 - d. Drives
8. Use the command to rename and copy a file to a new location at the same time.
 - a. Rename
 - b. Move
 - c. Save
 - d. Save As
9. A file's summary, author, date created, and disk size are known as .

- a. file properties
- b. file elements
- c. file contents
- d. file statistics

10. The at the bottom of the screen displays the Start button, active applications, and the time.

- a. task menu
- b. taskbar
- c. job bar
- d. Start bar

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