**Formative Assessment A**

**File Management**

**Target 1: Understand Folders and Files**



D

A

C

B

1. Identify what each letter is pointing to:
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. A file is different from a folder because it has an:
7. Icon and name
8. Icon, the name, and a file extension
9. List two ways to create a folder in an application program.

1.

2.

4. List one way to create a folder in your My Documents window.

**Target 2: Create a file and save**

**Circle the best answer.**

1. To create a file you would do the following:
2. Open a document and begin typing data
3. Open a program and begin typing data
4. To save a file for the first time, click
5. File Save
6. File Save As
7. To save a file to a different storage media or as a different name, click
8. File Save
9. File Save As

**Target 4: Open, edit, and save files**

1. What is the quickest way to open a document you have previously saved?
2. Open Programs 110, Open MS Office 2010, open program then document
3. Open My Documents, open document

**Target 5: Copy files**

1. List the two methods of copying files.

1.

2.

**Target 6: Move files/Rename files**

1. List two methods for moving files.

1.

2.

1. What can you **not** delete when you are renaming a file?
2. You cannot rename a folder. T or F

**Target 7: Delete/Restore Files**

1. List two methods to delete files.

1.

2.

1. Once a file is deleted from your My Documents, it is permanently gone. T or F
2. When you restore a file from the Recycle Bin, it returns back to your My Docs folder.
3. How you organize your files/folders on the computer is called \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.