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| **True / False** |

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| 1. When you create a document using a program such as WordPad, the document is stored in ROM.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-4 Saving Documents | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/22/2019 7:56 AM | | *DATE MODIFIED:* | 8/22/2019 7:57 AM | |

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| 2. If you exit a program without saving the document on which you are working, or if the computer accidentally loses electrical power, the document will be lost.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-4 Saving Documents | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/22/2019 7:58 AM | | *DATE MODIFIED:* | 8/22/2019 7:59 AM | |

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| 3. It is recommended that you save all your files on the desktop.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-4 Saving Documents | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/22/2019 7:59 AM | | *DATE MODIFIED:* | 8/22/2019 8:00 AM | |

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| 4. Files and folders are stored within the Documents library.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-4 Saving Documents | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/22/2019 8:00 AM | | *DATE MODIFIED:* | 8/22/2019 8:01 AM | |

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| 5. A file name should be descriptive of the contents of the saved file.  ​   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-4 Saving Documents | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/22/2019 8:02 AM | | *DATE MODIFIED:* | 8/22/2019 8:03 AM | |

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| 6. A plain text document allows for formatting text and inserting graphics.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-4 Saving Documents | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/22/2019 8:05 AM | | *DATE MODIFIED:* | 8/22/2019 8:06 AM | |

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| 7. A Rich Text Format document does not support formatted text or graphics.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-4 Saving Documents | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/22/2019 8:06 AM | | *DATE MODIFIED:* | 8/22/2019 8:07 AM | |

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| 8. It is good practice to save often to protect your work.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-4 Saving Documents | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/22/2019 8:08 AM | | *DATE MODIFIED:* | 8/22/2019 8:09 AM | |

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| 9. One method of printing a document is to print it directly from an app.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-6 Saving Documents | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/22/2019 8:09 AM | | *DATE MODIFIED:* | 8/22/2019 8:11 AM | |

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| 10. If you forget to save a document after you have edited it, when you attempt to close it, a dialog box will be displayed asking if you want to save your changes.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-9 Saving Documents | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/22/2019 8:11 AM | | *DATE MODIFIED:* | 8/22/2019 8:12 AM | |

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| 11. Text files open in Microsoft Word by default.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-13 Creating a Document in the Documents Folder | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/22/2019 8:13 AM | | *DATE MODIFIED:* | 8/22/2019 8:15 AM | |

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| 12. The default arrangement for icons is to be listed chronologically by the most recently modified file.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-16 Working with the Documents Folder | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/22/2019 8:16 AM | | *DATE MODIFIED:* | 8/22/2019 8:17 AM | |

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| 13. Windows allows you to place one or more documents into a folder in much the same manner as you might take a document written on a piece of paper and place it in a file folder.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-19 Working with the Documents Folder | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/22/2019 8:18 AM | | *DATE MODIFIED:* | 8/22/2019 8:19 AM | |

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| 14. To keep multiple documents together in one place, you must first create a folder in which to store them.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-19 Working with the Documents Folder | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/22/2019 8:20 AM | | *DATE MODIFIED:* | 8/22/2019 8:21 AM | |

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| 15. You can click the Documents arrow on the address bar to display a location menu that contains a list of folders in the Documents folder.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-21 Working with the Documents Folder | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/22/2019 8:21 AM | | *DATE MODIFIED:* | 8/22/2019 8:24 AM | |

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| 16. A shortcut icon is the actual document or app.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-24 Creating Folder Shortcuts | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/22/2019 8:25 AM | | *DATE MODIFIED:* | 8/22/2019 8:26 AM | |

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| 17. When you delete a shortcut, you delete the actual document or app as well.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-24 Creating Folder Shortcuts | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/22/2019 8:28 AM | | *DATE MODIFIED:* | 8/22/2019 8:29 AM | |

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| 18. Windows allows you to have more than one document open and more than one app running at the same time.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-29 Opening and Modifying Documents within a Folder | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/22/2019 8:30 AM | | *DATE MODIFIED:* | 8/22/2019 8:31 AM | |

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| 19. A file name cannot include spaces.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-4 Saving Documents | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/22/2019 9:28 AM | | *DATE MODIFIED:* | 8/22/2019 9:30 AM | |

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| 20. Any uppercase or lowercase character is valid when creating a file name.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-4 Saving Documents | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/22/2019 9:30 AM | | *DATE MODIFIED:* | 8/22/2019 9:32 AM | |

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| 21. Groupings in a folder remain even after they are no longer needed.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-21 Working with the Documents Folder | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/22/2019 9:33 AM | | *DATE MODIFIED:* | 8/22/2019 9:35 AM | |

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| 22. You cannot close a window using the taskbar.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-32 Opening and Modifying Documents within a Folder | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/22/2019 9:38 AM | | *DATE MODIFIED:* | 8/22/2019 9:39 AM | |

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| 23. When editing a document, you can open the document directly instead of first running the app and then opening the document.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-28 Opening and Modifying Documents within a Folder | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/22/2019 9:40 AM | | *DATE MODIFIED:* | 8/22/2019 9:42 AM | |

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| **Modified True / False** |

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| 24. All files are identified by a file index. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | False - name  False - NAME  False - Name | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-4 Saving Documents | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 8/22/2019 7:52 AM | | *DATE MODIFIED:* | 8/22/2019 9:20 PM | |

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| 25. Extensions assigned to file names consist of a(n) semicolon followed by three or more characters. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | False - period  False - PERIOD  False - Period  False - . | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-4 Saving Documents | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 8/22/2019 7:54 AM | | *DATE MODIFIED:* | 9/4/2019 10:34 PM | |

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| 26. Tiles view displays files and folders as a list of file names without any extra details. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | False - List  False - LIST  False - list | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-16 Working in the Documents Folder | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 8/22/2019 7:55 AM | | *DATE MODIFIED:* | 8/22/2019 9:20 PM | |

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| **Multiple Choice** |

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| 27. Placing a(n) \_\_\_\_\_ to a folder on the Start menu or on the desktop can make it easier to locate and open the folder.   |  |  |  | | --- | --- | --- | |  | a. | flash | |  | b. | agent | |  | c. | shortcut | |  | d. | file key |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-24 Creating Folder Shortcuts | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/22/2019 6:38 AM | | *DATE MODIFIED:* | 8/22/2019 6:56 AM | |

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| 28.  \_\_\_\_ is a popular word processing program available with Windows.   |  |  |  | | --- | --- | --- | |  | a. | Writer | |  | b. | Microsoft Word | |  | c. | Docs | |  | d. | WordPad |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-1 Creating a Document in WordPad | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/22/2019 6:42 AM | | *DATE MODIFIED:* | 8/22/2019 6:43 AM | |

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| 29. While you are working with a document using a program such as WordPad, the document is stored in \_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | RAM | |  | b. | RIM | |  | c. | ROM | |  | d. | REM |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN2-4 Saving Documents | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/22/2019 6:44 AM | | *DATE MODIFIED:* | 8/22/2019 6:45 AM | |

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| 30. The \_\_\_\_ folder contains a particular user's documents and folders.   |  |  |  | | --- | --- | --- | |  | a. | Documents | |  | b. | Keepsake | |  | c. | Extension | |  | d. | Personal |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-4 Saving Documents | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/22/2019 6:46 AM | | *DATE MODIFIED:* | 8/22/2019 6:47 AM | |

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| 31. When you save a document, you are creating a \_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | file | |  | b. | key | |  | c. | library entry | |  | d. | link |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-4 Saving Documents | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/22/2019 6:47 AM | | *DATE MODIFIED:* | 8/22/2019 6:49 AM | |

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| 32. To associate a file with an app, Windows assigns a(n) \_\_\_\_ to the file name.   |  |  |  | | --- | --- | --- | |  | a. | linkage | |  | b. | extension | |  | c. | ID | |  | d. | PIN |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-4 Saving Documents | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/22/2019 6:51 AM | | *DATE MODIFIED:* | 8/22/2019 6:55 AM | |

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| 33. A file name extension includes \_\_\_\_ or more characters.   |  |  |  | | --- | --- | --- | |  | a. | one | |  | b. | two | |  | c. | three | |  | d. | six |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-4 Saving Documents | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/22/2019 6:58 AM | | *DATE MODIFIED:* | 8/22/2019 7:00 AM | |

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| 34. Most documents created using the WordPad program are saved as \_\_\_\_ documents.   |  |  |  | | --- | --- | --- | |  | a. | Microsoft Word | |  | b. | plain text | |  | c. | Portable Network Graphics | |  | d. | Rich Text Format |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-4 Saving Documents | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/22/2019 7:00 AM | | *DATE MODIFIED:* | 8/22/2019 7:02 AM | |

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| 35. Most documents created using the WordPad program are saved with the \_\_\_\_ extension.   |  |  |  | | --- | --- | --- | |  | a. | .rtf | |  | b. | .wpd | |  | c. | .doc | |  | d. | .docx |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-4 Saving Documents | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/22/2019 7:02 AM | | *DATE MODIFIED:* | 8/22/2019 7:04 AM | |

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| 36. If you decide to change save locations or file names, you use the \_\_\_\_ command on the File menu.   |  |  |  | | --- | --- | --- | |  | a. | Location | |  | b. | File name | |  | c. | New name | |  | d. | Save as |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-6 Saving Documents | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/22/2019 7:05 AM | | *DATE MODIFIED:* | 8/22/2019 7:06 AM | |

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| 37. WordPad documents can also be saved as \_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | Microsoft Excel documents | |  | b. | plain text | |  | c. | TIFFs | |  | d. | PNGs |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-4 Saving Documents | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/22/2019 7:10 AM | | *DATE MODIFIED:* | 8/22/2019 7:11 AM | |

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| 38. Plain text files have the \_\_\_\_ extension.   |  |  |  | | --- | --- | --- | |  | a. | .pla | |  | b. | .txt | |  | c. | .pxt | |  | d. | .pln |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-4 Saving Documents | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/22/2019 7:12 AM | | *DATE MODIFIED:* | 8/22/2019 7:14 AM | |

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| 39. Text files open in \_\_\_\_ by default.   |  |  |  | | --- | --- | --- | |  | a. | WordPad | |  | b. | Writer | |  | c. | Microsoft Word | |  | d. | Notepad |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-13 Creating a Document in the Documents Folder | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/22/2019 7:14 AM | | *DATE MODIFIED:* | 8/22/2019 7:16 AM | |

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| 40. The default view in the Documents folder is \_\_\_\_ view.   |  |  |  | | --- | --- | --- | |  | a. | Details | |  | b. | Medium icons | |  | c. | Small icons | |  | d. | Tiles |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-16 Working with the Documents Folder | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/22/2019 7:16 AM | | *DATE MODIFIED:* | 8/22/2019 7:18 AM | |

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| 41. \_\_\_\_ view shows a list of files and folders, along with common properties, such as Date Modified and Type.   |  |  |  | | --- | --- | --- | |  | a. | Tiles | |  | b. | Details | |  | c. | Medium icons | |  | d. | Large icons |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-16 Working with the Documents Folder | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/22/2019 7:18 AM | | *DATE MODIFIED:* | 8/22/2019 7:20 AM | |

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| 42. Which of the following does NOT provide a live preview option?   |  |  |  | | --- | --- | --- | |  | a. | Extra large icons | |  | b. | Large icons | |  | c. | Medium icons | |  | d. | Small icons |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-16 Working with the Documents Folder | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/22/2019 7:21 AM | | *DATE MODIFIED:* | 8/22/2019 7:22 AM | |

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| 43. \_\_\_\_ view displays the files and folders as a list of file names without any extra details.   |  |  |  | | --- | --- | --- | |  | a. | Roster | |  | b. | Catalog | |  | c. | Index | |  | d. | List |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-16 Working with the Documents Folder | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/22/2019 7:23 AM | | *DATE MODIFIED:* | 8/22/2019 7:24 AM | |

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| 44. Which of the following file names can be used?   |  |  |  | | --- | --- | --- | |  | a. | NUL | |  | b. | CON | |  | c. | AUX | |  | d. | COS |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-4 Saving Documents | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/22/2019 7:26 AM | | *DATE MODIFIED:* | 8/22/2019 7:27 AM | |

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| 45. Which of the following can be used in a file name?   |  |  |  | | --- | --- | --- | |  | a. | Ampersand | |  | b. | Slash | |  | c. | Backslash | |  | d. | Colon |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-4 Saving Documents | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/22/2019 7:28 AM | | *DATE MODIFIED:* | 8/22/2019 7:31 AM | |

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| 46. Which of the following file names can be used?   |  |  |  | | --- | --- | --- | |  | a. | LTP4 | |  | b. | PRN | |  | c. | COM2 | |  | d. | COM3 |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-4 Saving Documents | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/22/2019 7:31 AM | | *DATE MODIFIED:* | 8/22/2019 7:33 AM | |

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| 47. Which of the following is NOT a grouping option on the Group by submenu?   |  |  |  | | --- | --- | --- | |  | a. | Date modified | |  | b. | Type | |  | c. | Resolution | |  | d. | Size |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-18 Working with the Documents Folder | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/22/2019 7:33 AM | | *DATE MODIFIED:* | 8/22/2019 7:35 AM | |

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| 48. Which of the following can be used in a file name?   |  |  |  | | --- | --- | --- | |  | a. | Question mark | |  | b. | Caret | |  | c. | Vertical bar | |  | d. | Less than sign |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-4 Saving Documents | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/22/2019 7:35 AM | | *DATE MODIFIED:* | 8/22/2019 7:41 AM | |

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| 49. \_\_\_\_ view displays the files and folders with an icon and an icon description.   |  |  |  | | --- | --- | --- | |  | a. | Tiles | |  | b. | Details | |  | c. | List | |  | d. | Extra large icons |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-16 Working with the Documents Folder | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/22/2019 7:42 AM | | *DATE MODIFIED:* | 8/22/2019 7:43 AM | |

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| 50. A file name can contain up to \_\_\_\_ characters.   |  |  |  | | --- | --- | --- | |  | a. | 125 | |  | b. | 126 | |  | c. | 255 | |  | d. | 256 |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-4 Saving Documents | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/22/2019 7:44 AM | | *DATE MODIFIED:* | 8/22/2019 7:46 AM | |

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| 51. A(n) \_\_\_\_ is a link to any object on the computer or on a network, such as an app, file, folder, webpage, printer, or another computer.   |  |  |  | | --- | --- | --- | |  | a. | shortcut | |  | b. | agent | |  | c. | flash | |  | d. | file key |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-24 Creating Folder Shortcuts | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/22/2019 7:47 AM | | *DATE MODIFIED:* | 8/22/2019 7:49 AM | |

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| 52. If a window is open on the desktop, you can click the Close button on the \_\_\_\_ of the open window to close it.   |  |  |  | | --- | --- | --- | |  | a. | menu bar | |  | b. | title bar | |  | c. | status bar | |  | d. | address bar |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-32 Opening and Modifying Documents within a Folder | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/22/2019 7:50 AM | | *DATE MODIFIED:* | 8/22/2019 7:52 AM | |

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| CASE: You have the Save As dialog box open and you are naming a file on which you have been working. |

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| 53. You are trying to save a file and you are unable to do so. Which of the following file names could be causing your problem?   |  |  |  | | --- | --- | --- | |  | a. | Michael's project | |  | b. | Projects by Michael... | |  | c. | Projects by Michael! | |  | d. | Projects | Michael |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-4 Saving Documents | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *PREFACE NAME:* | Critical Thinking Questions Case 2-1 | | *TOPICS:* | Critical Thinking | | *DATE CREATED:* | 8/22/2019 9:43 AM | | *DATE MODIFIED:* | 8/23/2019 6:57 AM | |

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| 54. You have been trying to name your first communication to one of your clients COM1. Why will this not work?   |  |  |  | | --- | --- | --- | |  | a. | You cannot use all caps in a file name. | |  | b. | You cannot use the numeral 1 in a file name. | |  | c. | The name is reserved by the operating system. | |  | d. | This will in fact work |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-4 Saving Documents | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *PREFACE NAME:* | Critical Thinking Questions Case 2-1 | | *TOPICS:* | Critical Thinking | | *DATE CREATED:* | 8/22/2019 9:51 AM | | *DATE MODIFIED:* | 8/22/2019 10:52 AM | |

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| CASE: On your new Windows 10 computer, you had been using the default view in the Documents folder, but you have just become aware of the additional options for viewing your documents. You decide to experiment with the additional options. |

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| 55. You are looking for an option that will permit to you use the Live Preview option, because you appreciate having that extra resource available. Which of the following can you NOT use?   |  |  |  | | --- | --- | --- | |  | a. | Small icons | |  | b. | Medium icons | |  | c. | Large icons | |  | d. | Extra large icons |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-16 Working with the Documents Folder | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *PREFACE NAME:* | Critical Thinking Questions Case 2-2 | | *TOPICS:* | Critical Thinking | | *DATE CREATED:* | 8/22/2019 9:58 AM | | *DATE MODIFIED:* | 8/22/2019 10:53 AM | |

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| 56. You would like to have a view option that lists your files and folders with their names but without any additional details. You think those extra details clutter your view. What option is best for you?   |  |  |  | | --- | --- | --- | |  | a. | Details | |  | b. | List | |  | c. | Tiles | |  | d. | Open |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-16 Working with the Documents Folder | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *PREFACE NAME:* | Critical Thinking Questions Case 2-2 | | *TOPICS:* | Critical Thinking | | *DATE CREATED:* | 8/22/2019 10:45 AM | | *DATE MODIFIED:* | 8/22/2019 10:54 AM | |

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| **Multiple Response** |

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| 57. Which of the following is a file?   |  |  |  | | --- | --- | --- | |  | a. | Excel spreadsheet | |  | b. | WordPad document | |  | c. | Saved email message | |  | d. | A picture made using Paint |  |  |  | | --- | --- | | *ANSWER:* | a, b, c, d | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-4 Saving Documents | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/22/2019 9:20 AM | | *DATE MODIFIED:* | 8/22/2019 9:28 AM | |

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| 58. Once you create documents in the Documents folder, you can continue to \_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | print the documents | |  | b. | modify the documents | |  | c. | create folders to contain the documents | |  | d. | save the document |  |  |  | | --- | --- | | *ANSWER:* | a, b, c, d | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-16 Working with the Documents Folder | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/22/2019 9:24 AM | | *DATE MODIFIED:* | 8/22/2019 9:26 AM | |

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| **Completion** |

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| 59. A(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is an icon that represents a link to a file, folder, or app.   |  |  | | --- | --- | | *ANSWER:* | shortcut  SHORTCUT  Shortcut | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-24 Creating Folder Shortcuts | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 8/22/2019 8:32 AM | | *DATE MODIFIED:* | 8/22/2019 9:24 PM | |

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| 60. An app is sometimes referred to as a \_\_\_\_\_.   |  |  | | --- | --- | | *ANSWER:* | program  PROGRAM  Program | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-1 Creating a Document in WordPad | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 8/22/2019 8:34 AM | | *DATE MODIFIED:* | 8/22/2019 9:24 PM | |

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| 61. To protect against the accidental loss of a document, and to allow you to modify the document easily in the future, you should \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ your document.   |  |  | | --- | --- | | *ANSWER:* | save  SAVE  Save | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-4 Saving Documents | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 8/22/2019 8:36 AM | | *DATE MODIFIED:* | 8/22/2019 9:27 PM | |

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| 62. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ folder contains a specific user’s documents and folders.   |  |  | | --- | --- | | *ANSWER:* | Documents  DOCUMENTS  documents | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-4 Saving Documents | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 8/22/2019 8:39 AM | | *DATE MODIFIED:* | 8/22/2019 9:27 PM | |

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| 63. A(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, such as a WordPad document or an Excel spreadsheet, is a group of meaningful data that is identified by a name.   |  |  | | --- | --- | | *ANSWER:* | file  FILE  File | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-4 Saving Documents | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 8/22/2019 8:41 AM | | *DATE MODIFIED:* | 8/22/2019 9:27 PM | |

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| 64. WordPad's default format is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.   |  |  | | --- | --- | | *ANSWER:* | Rich Text Format  RICH TEXT FORMAT  RTF  rich text format  Rich text format  rtf | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-4 Saving Documents | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 8/22/2019 8:44 AM | | *DATE MODIFIED:* | 8/22/2019 9:28 PM | |

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| 65. You can change from one view to another to alter the way a folder appears using the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ tab on the ribbon.   |  |  | | --- | --- | | *ANSWER:* | View  VIEW  view | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-16 Working with the Documents Folder | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 8/22/2019 8:46 AM | | *DATE MODIFIED:* | 8/22/2019 9:28 PM | |

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| 66. With \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the icons displayed in a folder display images that reflect the actual contents of the files or folders.   |  |  | | --- | --- | | *ANSWER:* | Line Preview  LINE PREVIEW  Line preview  line preview | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-16 Working with the Documents Folder | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 8/22/2019 8:48 AM | | *DATE MODIFIED:* | 8/22/2019 9:29 PM | |

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| 67. When Medium icons view is selected, Windows provides a Live \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ option.   |  |  | | --- | --- | | *ANSWER:* | Preview  PREVIEW preview | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-16 Working with the Documents Folder | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 8/22/2019 8:52 AM | | *DATE MODIFIED:* | 8/22/2019 9:29 PM | |

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| 68. When you select a document, the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ pane displays a Live Preview of the document to the right of the list of files in the folder window.   |  |  | | --- | --- | | *ANSWER:* | Preview  PREVIEW  preview | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-23 Working with the Documents Folder | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 8/22/2019 8:56 AM | | *DATE MODIFIED:* | 8/22/2019 9:29 PM | |

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| 69. Placing a(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to a folder on the desktop can make it easier to locate and open the folder.   |  |  | | --- | --- | | *ANSWER:* | shortcut  SHORTCUT Shortcut  SHORT CUT  short cut  Short cut  Short Cut | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-24 Creating Folder Shortcuts | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 8/22/2019 8:59 AM | | *DATE MODIFIED:* | 8/22/2019 9:30 PM | |

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| 70. To close the Preview pane, click the Preview pane button on the View tab in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ group.   |  |  | | --- | --- | | *ANSWER:* | Panes  panes  PANES | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-24 Working with the Documents Folder | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 8/22/2019 9:02 AM | | *DATE MODIFIED:* | 8/22/2019 9:30 PM | |

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| 71. Up until the time you empty the \_\_\_\_\_, you can recover deleted files.   |  |  | | --- | --- | | *ANSWER:* | Recycle Bin  RECYCLE BIN  Recycle bin  recycle bin | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-33 The Recycle Bin | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 8/22/2019 9:05 AM | | *DATE MODIFIED:* | 8/22/2019 9:25 PM | |

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| 72. The concept of multiple apps running at the same time is called \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.   |  |  | | --- | --- | | *ANSWER:* | multitasking  MULTITASKING  Multitasking  multi-tasking  Multi-tasking  MULTI-TASKING | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-29 Opening and Modifying Documents within a Folder | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 8/22/2019 9:08 AM | | *DATE MODIFIED:* | 8/22/2019 9:26 PM | |

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| 73. Regardless of whether windows are open on the desktop or are minimized using the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ button, you can close the windows using the buttons on the taskbar.   |  |  | | --- | --- | | *ANSWER:* | Show desktop  Show Desktop  SHOW DESKTOP  show desktop | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-32 Opening and Modifying Documents within a Folder | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 8/22/2019 9:11 AM | | *DATE MODIFIED:* | 8/22/2019 9:26 PM | |

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| 74. If you accidentally put a file in the Recycle Bin and want to remove it, open the Recycle Bin and click the '\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the selected items' button.   |  |  | | --- | --- | | *ANSWER:* | Restore  RESTORE restore | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-35 The Recycle Bin | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 8/22/2019 9:13 AM | | *DATE MODIFIED:* | 8/22/2019 9:26 PM | |

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| 75. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ folder contains a particular user's documents and folders.   |  |  | | --- | --- | | *ANSWER:* | Documents  DOCUMENTS  documents  ​ | | *POINTS:* | 1 | | *REFERENCES:* | SCWIN 2-4 Saving Documents | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 8/22/2019 9:35 AM | | *DATE MODIFIED:* | 8/22/2019 9:27 PM | |