

## Worksheet 5.1.9: Windows Files and Folders

1. A \_\_\_\_\_ and a \_\_\_\_\_ are equivalent terms for the same concept. They are places to store files.
2. The \_\_\_\_\_ directory is the master folder that contains all the other folders.
3. Names of early Windows 3.1 and DOS filenames are limited to \_\_\_\_\_ letters plus a \_\_\_\_\_ letter extension, but Windows 98 and later allow extended filenames of up to \_\_\_\_\_ characters.
4. Drive letters use the 26 letters of the alphabet followed by a colon. \_\_\_\_\_ and \_\_\_\_\_ are reserved for floppy drives, while \_\_\_\_\_ is for the hard drive.
5. By \_\_\_\_\_-clicking on an item on the desktop or in Explorer, options will appear such as Copy, Move, or Create Shortcuts.
6. \_\_\_\_\_ give immediate clues as to the creation or last modified date of a file or folder, type of item, and size of the file.
7. To highlight several files at one time, hold down the \_\_\_\_\_ key and click on those files you want to select.
8. To unselect a file within a group of selected files, hold the \_\_\_\_\_ key and then click on the highlighted file you want to de-select.
9. To select all files, select \_\_\_\_\_ from the menu on the toolbar, and click Select All.
10. \_\_\_\_\_-click on a file to open it.
11. To copy a file or folder onto a floppy disk, \_\_\_\_\_-click on the file and click \_\_\_\_\_, then click 3 ½ Floppy.
12. Until you \_\_\_\_\_ the Recycle Bin, the files are still in the folder on the hard drive.
13. Files can be \_\_\_\_\_ from the Recycle Bin to the original folder that stored the file.
14. \_\_\_\_\_-clicking on the Recycle Bin brings up a menu, which allows easy emptying.