

NAME _____

DATE _____

**EL CAMINO COLLEGE
SPECIAL EDUCATION 40
ADAPTIVE COMPUTER LITERACY**

FILE MANAGER QUIZ

1. _____ If you do not specify a path when you save a file, the computer will automatically save the file in the “Root” directory of the designated drive.
2. _____ One great advantage of the “File Manager” is that you can group files together according to a common theme.
3. _____ The sequence of directories leading to a particular file is called the “Path”.
4. _____ It is not possible for one sub-directory to lead to another.
5. _____ Putting all of your files into the root directory is a good idea.
6. _____ The “Root” directory is automatically created when you format the disk.
7. _____ As a general rule, you would use the File Manager to format a disk.
8. _____ When copying a disk the term “Source” refers to the disk that you wish to copy the data to.
9. _____ A directory “Tree” refers to the organization of your root directory, sub-directories and files on a given disk.
10. _____ It is possible to create sub-directories from Microsoft “Word”.
11. _____ When you format a disk, the term “Label” reminds you to physically place a label on the outside of the disk.
12. _____ From the DOS prompt, the character that separates one directory from another is a “>”.

- 13._____ It is possible to use “diskcopy” to copy the entire contents of a High Density 3½ disk on to a High Density 5¼ disk.
- 14._____ You must have two 3½ disk drives to make an exact copy of a 3 ½ disk.
- 15._____ Using the File Manager, it is possible to move a file from one directory to another by using the click and drag feature.
- 16._____ It is not possible to delete more than one file at a time.
- 17._____ Using the File Manager, it is possible to copy a file from one sub-directory to another or from one disk to another.
- 18._____ Normally, within the File Manager, pressing the “Enter” key is the same as selecting the “OK” button.
- 19._____ It is impossible to have two files by the same name in the same directory.
- 20._____ Everything that you can do in Microsoft “Word” can also be done through the File Manager.
- 21._____ The rules for naming a directory are the same for naming a file.
- 22._____ When you copy an entire disk using the File Manager, you only copy the files, not the sub-directories.
- 23._____ Once a file has been given a name, it is not possible to change that name.
- 24._____ The primary purpose of a directory, sub-directory and filenames is to keep your disk organized.
- 25._____ I am happy this is the last question on this quiz!