

Intermediate Computer Basics Answer Sheet

Circle the correct answer choice.

1) Where are the two places that Windows Explorer can be found?

- A. Start menu under maintenance and System tray
- B. Microsoft and Windows
- C. Quick launch bar and Start menu under Accessories
- D. Internet and Excel

2) Which of these displays the folders in Windows Explorer?

- A. Search Bar
- B. Folders Pane
- C. Change View
- D. Desktop

3) What buttons do you use to show a dropdown display of the folders within a folder?

- A. Small black dots
- B. Big white circles
- C. Regular blue squares
- D. Small white arrows

4) List the four main folders in Windows Explorer

Favorites, Libraries, Computer, Network

5) List the four main folders in the Libraries folder

Documents, Pictures, Music, Videos

6) Which folder are the devices with removable storage located in?

Computer

7) **Match the word to the correct definition by writing the correct letter in the space provided.**

- A. Downloads displays information about folders and files C
- B. Recycle Bin changes how you view the size and details of your files E
- C. Information Pane the folder where the folders you opened most recently are; like a browsing history for your computer. D
- D. Recent Places the folder where items that you download from the internet go. A
- E. Change View the folder where files that you delete go until you permanently remove them from the computer. B

8) **Fill in the blank**

If you want all users on the computer to have access to a file you put it in the public folder.

If only you want access to a file you put it in the my folder.

The programs or left side of the start menu is where anything that came installed or that you have installed on your computer is located

The places or right side of the start menu is where you can access all your folders, drivers, devices, and computer controls.

9) **Write the location in the control panel you would go to, to perform each function listed.**

System and security

Hardware and Sound

Programs

User Accounts

Appearance and Personalization

- a. Change the desktop background
Appearance and Personalization
- b. Update computer
System and Security
- c. Change the password on an account
User Accounts
- d. Add a printer
Hardware and Sound
- e. Uninstall a program
Programs