

Computer skills quiz

Session 5 & 6

This quiz from 130 questions , this file includes all questions , I have checked all answers

This file is personal effort from student

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In Windows 10, You can personalize the Desktop, the Start Menu, the Taskbar, and even the Lock Screen

True

False

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Windows 10 provides three views for the desktop icons; Large icons, Medium icons and _____

A Extra Large Icons

B Tile Icons

C Small Icons

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You can arrange icons manually by dragging icons as you want or you can let windows arrange (or Sort) it automatically.

True

False

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You can choose to sort icons automatically by their Name, Size, Item type or _____.

A Location

B Date modified

C Color

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You can personalize the desktop background from the Windows Personalization Settings.

- True
- False

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In Windows 10, you can personalize your desktop background by choosing a Picture, a Solid color, or a Slideshow of pictures.

- True
- False

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You can also open the Personalization Settings by by right-clicking on the desktop and choosing Personalize.

True

False

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You can personalize the desktop background from the _____ .

A Windows System Settings

B Windows Personalization Settings

C Windows Update and Security Settings

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To set a Picture for your desktop background, open the Personalization settings

True

False

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To have a picture as the desktop background, you can choose a picture from the default pictures provided by Windows 10 but you cannot browse your computer to locate the picture.

True

False

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You can also right-click on the picture file and select Set as desktop background.

- True
- False

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To have a simple desktop Background, you can choose a _____ from a variety of available colors.

- A Solid color
- B Solid picture
- C Solid slideshow

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If you want the desktop background picture to be changed automatically after a specific time period, you can choose the _____ option for your desktop background

- A Picture
- B Slideshow
- C Solid Color

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To set a Slideshow as desktop background, you need to organize all your favorite pictures into a folder and set it as a source for the Slideshow.

- T True
- F False

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You can set the _____ option ON to display the pictures in the Slideshow in random order.

- A Rand
- B Slide Order
- C Shuffle
- D Repeat

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The _____ option in Personalization settings allows you to change the appearance of various user interface elements of Windows at once.

- A Colors
- B Themes
- C Background
- D Taskbar

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The _____ is like a personalization package containing the desktop backgrounds, colors, screen savers, and even system sounds

- A Solid Color
- B Theme
- C Background
- D Slideshow

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Applying a theme instantly changes the look and feel of the Windows environment.

- T True
- F False

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You can set a Picture or a Slideshow on the Lock Screen in the same way you do it for the desktop background

True

False

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You cannot set a Picture or a Slideshow on the Lock Screen from the Personalization settings

True

False

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You can show the status of different apps right on the Lock Screen

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False

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Windows 10 allows you to show detailed status of any one app and quick status of up to seven apps on the Lock Screen.

True

False

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Setting an app to show _____ on the Lock Screen gives a bit more information from the app

A detailed status

B quick status

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The detailed status of _____ shows the upcoming event details which includes the event title, location, time, etc.

A Calendar app

B Weather app

C Messaging app

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You can download more themes from the Microsoft website

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False

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The _____ option from the Settings app displays the app icons for the new notifications on the Lock Screen.

A Choose apps to show detailed status

B Choose apps to show quick status

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The **Choose apps to show quick status** option from the Settings app displays the app icons for the new notifications on the _____.

- A Lock Screen
- B Login Screen
- C Desktop

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The count of the notifications is also displayed on the app icon, which is called _____ of the apps.

- A thumbnai
- B badges
- C icon number
- D app number

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The quick status of email app shows just the number of new emails arrived.

True

False

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Windows taskbar: 9:29 PM 10/25/2017

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The Settings app of Windows 10 has made configuring the Start menu quick and simple, by providing the ON/OFF _____ buttons for most of the options

A Toggle

B Green/Red

C Switch

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Windows taskbar: 9:29 PM 10/25/2017

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Turn this option ON if you want to make the Start screen a bit wider to occupy more tiles

- A Show more tiles
- B Use Start full Screen
- C Show most used apps
- D Show recently added apps

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Turn this option ON to see a list of apps you use most but are not pinned to the Start screen, at the top of the All Apps list

- A Show more tiles
- B Use Start full Screen
- C Show most used apps
- D Show recently added apps

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Turn this option ON to see a list of recently installed apps, at the top of the All Apps list

- A Show more tiles
- B Use Start full Screen
- C Show most used apps
- D Show recently added apps

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Turn this option ON to see the full screen Start Menu as in the tablet mode.

- A Show more tiles
- B Use Start full Screen
- C Show most used apps
- D Show recently added apps

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Windows 10 cannot Show recently opened items in Jump Lists on Start or the Taskbar

- T True
- F False

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Turn this option ON if you want to prevent any accidental relocation or resizing of the Taskbar.

- A Use small taskbar buttons
- B Show badges
- C Lock the Taskbar
- D Taskbar location on screen

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Turn this option ON if you don't want the taskbar to be always visible. Instead, it will appear only when you move your mouse pointer over the taskbar location

- A Lock the Taskbar
- B Taskbar location on screen
- C Show badges
- D Automatically hide the taskbar in desktop mode

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Turn this option ON if you want the buttons on the taskbar to be a bit smaller. This reduces the size of the taskbar as well.

- A Lock the Taskbar
- B Taskbar location on screen
- C Show badges
- D Use small taskbar buttons

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Turn this option ON if you want to get the count of any new notifications from a running app directly on its taskbar button

- A Lock the Taskbar
- B Taskbar location on screen
- C Show badges
- D Automatically hide the taskbar in desktop mode

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You cannot change the location of the taskbar on your screen.

- True
- False

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You can also lock the taskbar by right click on it and choose Lock the taskbar.

- True
- False

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You can also open the Taskbar Settings by Right-click on the taskbar and choose Settings

True

False

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This allows you to occupy more buttons on the taskbar

A Taskbar location on screen

B Combine taskbar buttons

C Lock the Taskbar

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This allows you to occupy more buttons on the taskbar

- A Taskbar location on screen
- B Combine taskbar buttons
- C Lock the Taskbar

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_____option allows to always combine the taskbar buttons for the apps. This also hides the labels of all the apps on the taskbar buttons.

- A Always, hide labels
- B When taskbar is full
- C Never

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_____ option allows to only combine the taskbar buttons for the apps when the taskbar is full of buttons.

- A Always, hide labels
- B When taskbar is full
- C Never

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_____ option does not combine the taskbar buttons even if the taskbar is full of buttons.

- A Never
- B Always, hide labels
- C When taskbar is full

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This option allows to choose which system icons you want to appear in the Notification Area of the Taskbar, such as the Clock, Volume, or Network.

- A Show badges
- B Turn System icons ON/OFF
- C Combine taskbar buttons
- D Taskbar location on screen

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_____ is a rectangular frame that displays apps, files, folders, or other contents.

- A Badges
- B Window
- C Taskbar
- D Action center

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The window you are currently working in is called an _____

A Window Border

B Active Window

C Title Window

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If you are currently browsing a website in Microsoft Edge, it is your active window.

T True

F False

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The contents of every window are usually different but all windows have some common characteristics

True

False

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It is the area at the top of a window that displays the title of an app. It also displays the title of the file, which is open in the window

A Minimize button

B Title Bar

C Window Border

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9:36 PM 10/25/2017

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✓ **Correct!**

Question:
It minimizes a window to the taskbar, i.e. the window disappears from the screen. You can re-open the same window from the taskbar.

Correct Answer:
Minimize button

OK

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It closes the window along with the file, or any other contents.

A Minimize button

B Close button

C Restore button

D Maximize button

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_____ is used to move vertically or horizontally to change the position of the content within a window

- A Window Border
- B Title Bar
- C Minimize button
- D Scroll Bar

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You use vertical or horizontal scroll bars to move through a window.

- T True
- F False

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The outer edges of a window, which specifies area of the window on the screen is _____

- A Title Bar
- B Window Border
- C Minimize button

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The Window borders can be used to resize a window as well

- T True
- F False

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Windows 10 allows you to automatically arrange all running app windows in three ways; cascade, stacked, or _____.

- A straight
- B side by side
- C vertical

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This arrangement shows multiple open windows overlapped one over the other.

- A Show windows stacked
- B Cascade windows
- C Show windows side by side

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This arrangement shows the multiple windows one above the other

A Cascade windows

B Show windows stacked

C Show windows side by side

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The *Cascade windows* shows multiple windows arranged side by side.

T True

F False

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After you have arranged multiple windows on your screen, you can restore them to their previous status by choosing the relevant *Undo* command

True

False

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Snapping a window to left or right side actually resizes and positions a window to occupy either left or right portion of the screen or one corner of the screen

True

False

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To snap window to left half of the screen, you need to drag the window Title bar until the mouse pointer touches the left or right edge of the screen (A circle flashes around mouse pointer) and Release.

True

False

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To snap a window to a _____, drag the window title bar until the pointer touches a corner of the screen and release.

A quarter screen

B full screen

C half screen

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You cannot cycle through different windows that are open on your screen or minimized to Taskbar

True

False

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To switch between windows, you can use the _____ button on the taskbar.

A Task View

B Action Center

C Search

D Start

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The main function of the Task View button is to provide easy switching amongst the different open windows.

True

False

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You can also switch among the open windows easily with the _____ keys

A shift + tab

B alt + tab

C ctrl + tab

D alt + shift

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When you click the Task View button on the taskbar, Windows displays thumbnails for all running programs.

- True
- False

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MANAGING FILES & FOLDERS AND COMPUTER SETTINGS--SESSION 6

A _____ is a collection of related data or information stored in a computer; identified by a name

- A library
- B file
- C home tab

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Windows taskbar with system tray icons and time: 9:42 PM 10/25/2017

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It can be a document, worksheet, graph, text file, presentation, audio clip, video clip, etc

- A File
- B Folder
- C Library

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A _____ is a container in which you can store files and folders

- A Folder
- B File
- C Share

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A folder within a folder is called a _____

- A Folder
- B Sub-folder
- C File
- D Library

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_____ allow you to access and arrange files from different folder locations quickly without moving them from their original location

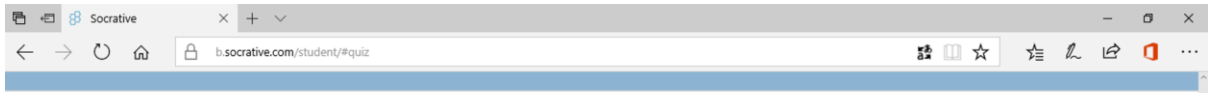
- A Folder
- B Libraries
- C Sub-folder
- D File

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9:43 PM 10/25/2017



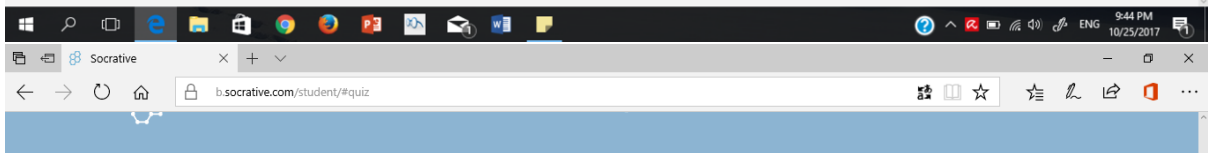
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The default libraries in Windows 10 are Documents, Music, Pictures, Videos, Camera Roll and _____.

- A File Explorer
- B Saved Pictures
- C Home Tab

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The _____ is the file management application used by Windows 10 to browse folders and files.

- A Documents
- B File Explorer
- C Quick Access
- D Library

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File Explorer provides a graphical interface for the users to navigate and access the files stored in the computer.

True

False

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If you are looking for a specific document in your computer use the File Explorer to locate it.

True

False

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The keyboard shortcut to open the File Explore is _____

- A Windows logo key + E.
- B alt+shift
- C ctrl+shift

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In the File Explorer app, the _____ contains buttons for the common tasks you perform with your files and folders

- A Ribbon
- B Content Pane
- C Scroll Bar

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It lets you navigate through the folder structure easily and search files or folders.

- A Navigation and Search Bar
- B Content Pane
- C Ribbon
- D Refresh button

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It gives you easy access to storage structure of your computer consisting of the libraries of documents, pictures, storage devices and even network devices.

- A Ribbon
- B Refresh button
- C Navigation Pane

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It is the main area to the right of the Navigation Pane that displays the contents of the selected folder or storage location

- A Ribbon
- B Navigation and Search Bar
- C Navigation Pane
- D Contents Pane

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It actually opens the File menu that has options like managing the File Explorer window or customize the File Explorer

- A File tab
- B Home tab
- C Share tab
- D View tab

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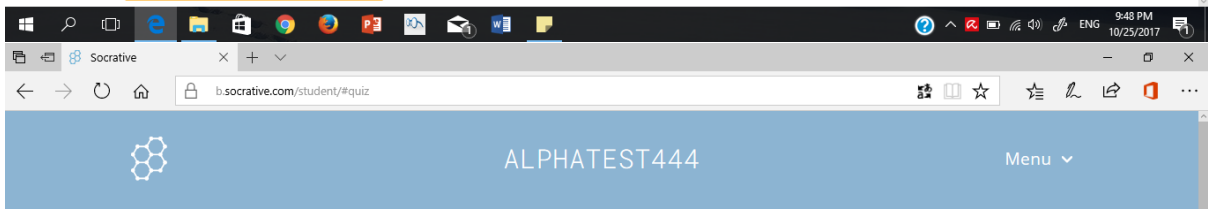


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In File Explorer, the _____ has most of the tools to organize files and folders

- A File tab
- B Home tab
- C Share tab
- D View tab

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The _____ has the options like Share, Email, Print, or Compress a file or folder

- A File tab
- B Share tab
- C Home tab
- D View tab



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The _____ has the options to configure the layout of the File Explorer window.

- A Share tab
- B File tab
- C Home tab
- D View tab

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The Navigation and Search bar below the Ribbon helps you in navigating through your folder and searching for files.

- T True
- F False

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The _____ allows you to browse folders and files on your computer or on a network.

- A Navigation pane
- B Share tab
- C Home tab

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The _____ node contains links to folders and libraries that you access frequently

- A This PC
- B Quick Access
- C Network

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The _____ node contains links to your user account-specific folders, and to the physical storage locations that are installed in or connected to your computer

A Quick Access

B This PC

C Network

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The _____ node displays a representation of other computers on your local area network.

A Network

B Quick Access

C This PC

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In File Explorer, the _____ displays files and folders stored in the currently selected folder or storage device

- A Content Pane
- B Navigation pane
- C Share tab
- D Home tab

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The Contents pane displays the contents of the selected folder as a textual or iconic list

- T True
- F False

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The _____ section lists the folders you've worked with recently, for quick access to them

A Recent files

B Frequent folders

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The _____ section lists files and documents that you've opened recently.

A Frequent folders

B Recent files

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This group consists of commands to copy or move a file/ folder.

- A Clipboard
- B Organize
- C New
- D Open

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This group consists of commands to copy, move, rename, or delete a file/ folder.

- A New
- B Organize
- C Clipboard
- D Open

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This group consists of commands to create a file/ folder or other items

- A Organize
- B Clipboard
- C New
- D Open

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This group consists of commands to open a file/ folder or display its Properties.

- A Clipboard
- B Organize
- C New
- D Open

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This group consists of commands to select the files/ folders in the content pane.

- A Clipboard
- B Organize
- C New
- D Select

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Quick Access node in the Navigation pane gives you a quick way to open frequently used folders

- T True
- F False

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In the File Explorer, you can use the _____ button on the Home tab to easily pin any folders location to the Quick Access list

- A Pin to Quick Access
- B Move to
- C Copy to
- D Select all

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When you cut or copy a folder or file, the item is moved to a storage area called the _____

- A Organize
- B Clipboard
- C Layout

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You cannot copy or move a file from one folder to another

- True
- False

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The _____ group facilitates you to perform different operations such as Copy, Move, Rename and Delete in an efficient way.

- A Clipboard
- B Open
- C Organize
- D Select

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You can Recycle or Permanently delete files or folders that you don't need any more.

True

False

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If you want to delete multiple items at once, select them and press DELETE key on your keyboard.

True

False

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When you delete a file or folder, Windows 10 moves the object to the Recycle Bin.

True

False

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You cannot change the name of any file or folder based on changes in its contents at any time you want

True

False

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The New group facilitates you to create new Folders or Files as per your requirement.

True

False

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You can create blank files of different types in File Explorer, which can be opened and edited in the respective application.

True

False

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The Select group facilitates you to select multiple files or folders from the content pane.

- True
- False

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In the File Explorer, The _____ tab hosts the commands that you can use to customize the display of items in the File Explorer window.

- A Home
- B View
- C File
- D Share

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The View tab allows you to change the way Windows displays your files and folders

True

False

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In the View Tab, the _____ group facilitates you to Show/Hide the Navigation Pane

A Panes

B Layout

C Current view

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The _____ group enables you to choose among the different icon sizes and their Details.

- A Layout
- B Panes
- C Current view
- D Show/hide

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The Panes group facilitates you to access Details or Preview panes

- T True
- F False

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When the Preview pane is active, clicking on a file displays its content in the pane on the right side.

True

False

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If the Details pane is active, clicking on a file displays its detailed information in the pane on the right side.

True

False

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The options in the _____ group allows you to choose whether the contents of a folder are displayed as icons of various sizes such as Extra-Large, Large, Medium, Small icons or as a List, Details, Tiles or Content view.

A Panes

B Layout

C Current View

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By default, the Libraries are hidden in Windows File Explorer

T True

F False

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You can open the newly created library and click on Include a Folder button to browse for and add the first folder to the library.

True

False

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Time and Language option in the Windows Settings app allows you to set or change your System Date, Time, Region, Language and Speech settings.

True

False

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In Windows 10, the _____ Settings enable you to change the country or region, and to add or remove languages from the system.

- A Date & Time
- B Region & Language
- C Speech

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In Windows 10 Settings, The Languages option allows you to install new languages

- T True
- F False

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You can display the System Information, from Windows Settings App

True

False

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