

**B. Direction:** Using the answer sheet below, shade the circle of the correct answer in each item.  
(True or False)

1. Before working with files, you must first select the files that you want to work with.  
A. TRUE                      B. FALSE
2. One byte is equal to one character.  
A. TRUE                      B. FALSE

**Direction:** Choose the verb in the sentence (for items 3-4 only).

3. Move the mouse pointer over File and then press the left button.  
a. move                      b. mouse
4. Insert the USB flash disk into the computer.  
a. insert                      b. USB
5. You can use up to 258 characters to name a file.  
A. TRUE                      B. FALSE
6. To select the file that you want to restore, move the mouse pointer over the file and then press the right button.  
A. TRUE                      B. FALSE

7. You can create more space on your computer by permanently removing all the files from the Recycle Bin.

A. TRUE                      B. FALSE

8. To display all the files that you have deleted, move the mouse pointer over Recycle Bin and then press quickly the left button once.

A. TRUE                      B. FALSE

9. Move the mouse pointer over the file that you want to create a shortcut and then press the left button.

A. TRUE                      B. FALSE

10. Move the mouse pointer over File and then press the left button.

A. TRUE                      B. FALSE

## ANSWER SHEET

Name: \_\_\_\_\_

Grade/Section: \_\_\_\_\_ Date: \_\_\_\_\_

	A	B
1	<input type="radio"/>	<input type="radio"/>
2	<input type="radio"/>	<input type="radio"/>
3	<input type="radio"/>	<input type="radio"/>
4	<input type="radio"/>	<input type="radio"/>
5	<input type="radio"/>	<input type="radio"/>
6	<input type="radio"/>	<input type="radio"/>
7	<input type="radio"/>	<input type="radio"/>
8	<input type="radio"/>	<input type="radio"/>
9	<input type="radio"/>	<input type="radio"/>
10	<input type="radio"/>	<input type="radio"/>

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