

A. FILL IN

Directions: Fill in the blank to complete the sentence.
Choose your answers from the box.

What's my score?

SCORE

1. You can give a file a _____ name to better describe its contents. This makes it easier for you to find the file.
2. You can open a file to display its _____ on your screen.
3. Windows Explorer _____ the location of every folder and file on your computer.
4. You can _____ a file that you no longer need.
5. You can change the way your mouse _____ to suit your needs.
6. Before working with files, you must first _____ the files that you want to work with.
7. You can make an _____ copy of a file and then place it on a USB flash disk.
8. You can add a _____ to the desktop to provide a quick way of opening a file that you use regularly.

shows**new****exact****works****delete****select****content****shortcut****B. IDENTIFICATION**

Directions: Identify and label the following pictures or icons below.

