

CIST 1001 - CW #2

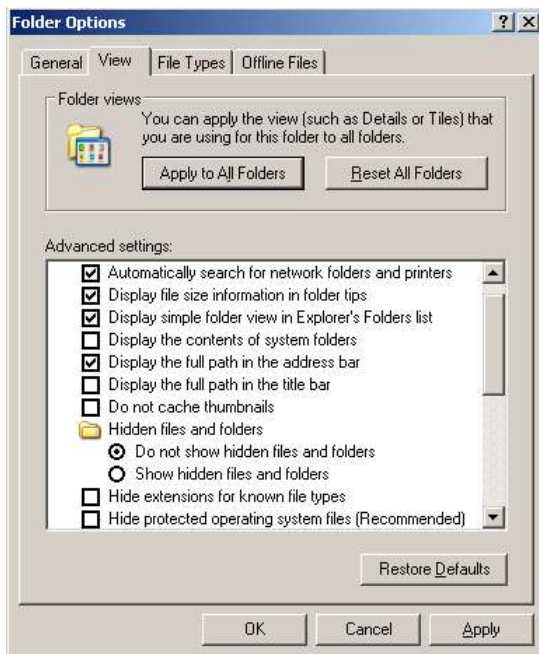
1. What is the difference between a directory and a file?
2. What is the difference between an ASCII file and a binary file?
3. Explain what a root directory is.
4. What are the default file extensions for the following types of files?

| | |
|---------------------------|-------|
| ASCII text file | _____ |
| Microsoft Word file | _____ |
| Microsoft Excel file | _____ |
| Microsoft PowerPoint file | _____ |
| Compressed (zipped) file | _____ |
| Web page | _____ |

5. What basic type of files have file extensions of *.bmp*, *.gif*, or *.jpg* ?
6. If you create a new file with the long file name Budget Analysis 2005.html, what would be the short name generated by Windows?

7. A file's system attribute is set. Which of the following settings for it's folder will allow you to see the file?

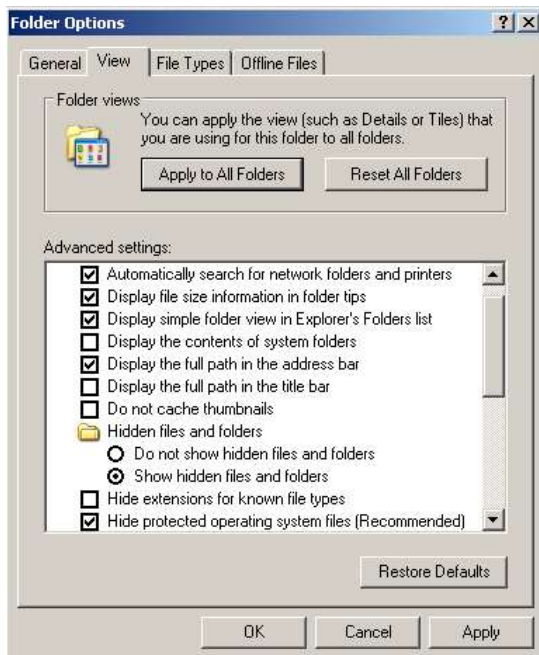
a.



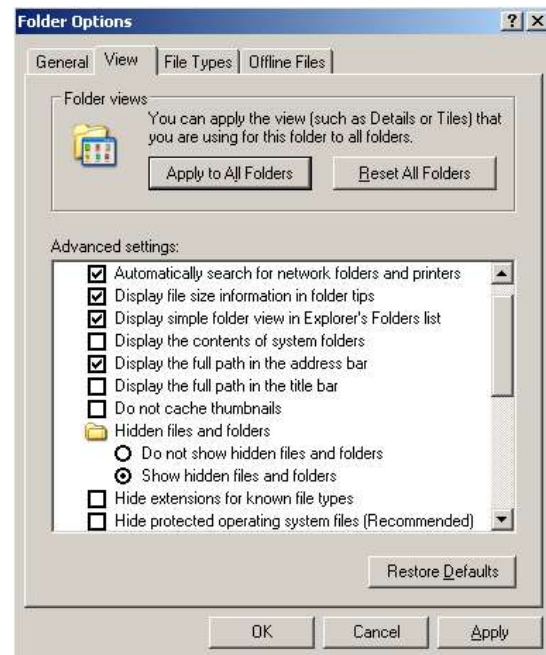
b.



c.



d.



8. a. What are the possible file attributes for FAT32?

b. What are the possible file attributes for NTFS?

9. What are the three things you must do to a new hard drive before you can use it?
