**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 ***.png***, ***.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. Which settings allow you to both see the file extensions and show hidden files in a folder?

8. a. What are the six file attributes for a NTFS file? Hint: General tab.

b. What are the six file permissions for a NTFS file? Hint: Security tab.

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