

Windows 10 foundation for business users

1. In which section of the dialog box we can click on the Read-only check box?
 - a. Read-only section.
 - b. driver section.
 - c. device manager section.
 - d. **Attributes section.**
2. Which key we have to press from keyboard to change a file name?
 - a. F1.
 - b. F4.
 - c. F9.
 - d. **F2 .**
3. What is the extension of text file name?
 - a. .DOC
 - b. .DOCX
 - c. .DAT
 - d. **.TXT**
4. Why the file name extensions are not normally displayed within the File Explorer?
 - a. To keep the display oriented.
 - b. To keep the display unaltered.
 - c. To keep the display altered.
 - d. **To keep the display simple and uncluttered.**
5. How Windows can tell what sort of file type a particular file is?
 - a. using the file name.
 - b. using the size of file.
 - c. using the network map of file.
 - d. **using the file name extension.**
6. What is the sequence of deleting a word file 'Hello' from a drive 'D'?
 - a. D>Del key from keyboard>file 'Hello'>yes.
 - b. D>file 'Hello'>yes>Del key from keyboard.
 - c. **D>file 'Hello'>Del key from keyboard>yes.**
 - e. c and b.
7. How we can permanently delete a file?
 - a. Select file> left button of mouse>delete>yes>Recycle bin>delete permanently>yes
 - b. Select file>yes>Alt+delete
 - c. Select file> right button of mouse>delete>yes>Recycle bin>delete permanently>yes
 - d. Select file>Alt+delete>yes
 - e. Select file> right button of mouse>delete>yes>Recycle bin>delete permanently>yes
 - f. **d and e**
 - g. only d
8. How to get back the file which is not permanently deleted?
 - a. Recycle bin>restore>yes
 - b. Recycle bin>select file>restore>yes>no
 - c. Recycle bin>select file>restore>no
 - d. **Recycle bin>select file>restore>yes**

9. What is meant by bypassing the recycle bin?
- Permanently restoring a file.
 - Manipulating a file.
 - Passing a file.
 - Permanently deleting a file**
10. What if I delete a large file which takes a lot of space in recycle bin?
- It will delete without any trouble.
 - File will not be deleted.
 - It will take more time than regular.**
 - There will be an error message warning.**
11. What is Windows Clipboard?
- It is a excel spreadsheet.
 - It is a Read only memory.
 - It is a virtual memory.**
 - An area of memory used for moving or copying items from one place to another**
12. What is the keyboard shortcut to move the selected item to the Clipboard?
- Ctrl+Y.
 - Ctrl+Z.
 - Ctrl+V.
 - Ctrl+X.**
13. What is the keyboard shortcut to copy the selected item to the Clipboard?
- Ctrl+X.
 - Ctrl+Y.
 - Ctrl+V.
 - Ctrl+C**
14. What is the keyboard shortcut to paste the selected item to the Clipboard?
- Ctrl+Z.
 - Ctrl+Y.
 - Ctrl+X.
 - Ctrl+V.**