



Student name Class.....

Choose the correct answer

1. What is the purpose of compressing a file or folder?

- a. To rename it
- b. To reduce its size and make it easier to share
- c. To delete it permanently

2. Which option should you select if you want to change the name of a file?

- a. Compress
- b. Extract
- c. Rename

3. Where do you go to manage and view all your files and folders on a your computer?

- a. Control Panel
- b. Task Manager
- c. File Explorer

4. How can you unzip (extract) a compressed folder?

- a. Double-click the folder and drag files out
- b. Right-click the folder and select "Extract All"
- c. Rename the folder.