



Name: _____

Date: _____

FILES, FOLDERS & FILE EXTENSIONS

Section 1

Drag each label to the correct picture.



FILE EXTENSION

FOLDER

FILE

Section 2

Answer the following questions by putting your answer in the box provided.

1. What is a file, folder and file extension?

2. List five (5) types of file extensions.



3. List the file type(s) that support **EACH** file extensions listed in question 2.
4. List 2 programs that opens **EACH** file extensions listed in question 2.

Section 3

Complete the following multiple choice questions by selecting the correct response.

1. The taskbar contains all of the following except:

The Start button

Programs that are running

Active Programs

Programs that are closed

2. A folder can contain:

Documents

Files

Programs

All of the above



3. A common icon found on the desktop is:

Recycle Bin

My Computer

My Documents

All of the above

4. You can copy a file:

From a folder to a folder

From the desktop to a folder in Windows

All of the above

5. Where waste is kept is called:

My Computer

Recycle Bin

My Pictures

My Documents