



Tech in 20: File Management Quiz

IT ETS-I Webinar Series

Thursday, April 5, 2012

Facilitator: Melia Tauvela

1. Why is Spotlight your best friend?



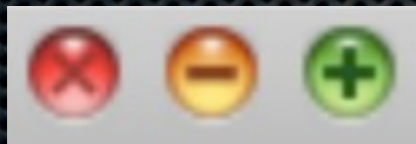
- A. It spots out errors in your filing
- B. It shows you all of your files
- C. It allows you to search for anything on your Mac
- D. All of the above

2. When filing files, where is the best place to file your files on your computer?



- A. Desktop
- B. Documents
- C. Smart Folders
- D. None of the Above

3. Which icon accesses the “Label” action to color code files or folders?



A.



B.



C.



D.

4. Which one of the following is a recommended naming convention for student work?

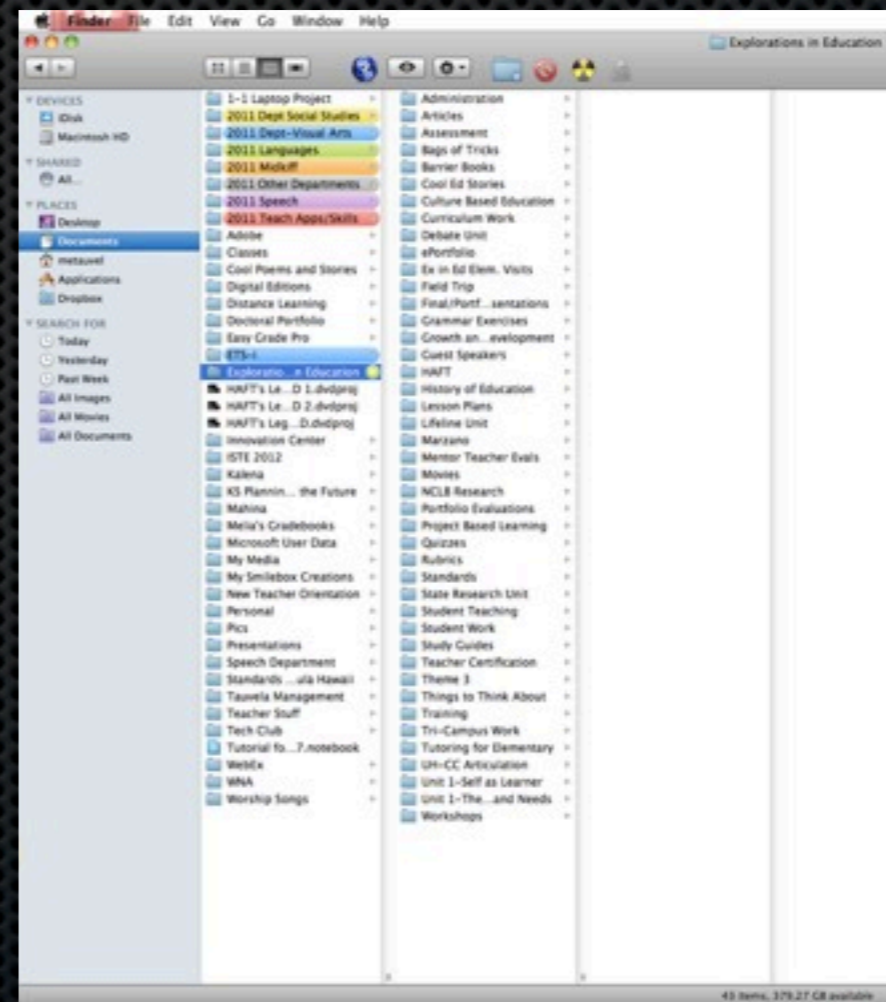
- A. Tauvela, Melia, Period 7, Tech in 20.key
- B. Melia Tauvela-Period 7-Tech in 20.key
- C. 7-Tech in 20-Tauvela, Melia.key
- D. 7.Tauvela.Melia.Tech in 20.key

True/False

5. When filing, one should create the place of storage first before saving the file.

A. True

B. False



6. Which is the most updated document?



- A. Tech in 20 v4.docx
- B. Tech in 20 v3 mt.docx
- C. Tech in 20.4-20-12.docx
- D. It depends on the date

7. What is the difference between these icons?

