Name of the Bundle	Office Productivity Bundle V1	**Subject**	Fundamentals of Computer & MS Word
Topic	File & Folder Management	**Last updated on**	26 October 2026

1. Which device stores and retrieves information, data, files, and programs from a disc?
    a. Keyboard
    b. Monitor
    c. Disc Drive
    d. Printer

    Ans: c. Disc Drive

    Explanation: A Disc Drive is a device used to read data stored on a disc, such as a CD or DVD.

2. Which folder is used to store personal files such as documents and pictures?
    a. Desktop
    b. My Documents
    c. Recycle Bin
    d. Control Panel

    Ans: b. My Documents

    Explanation: The My Documents folder stores personal files such as documents, pictures, and other important data.

3. What is a file?
    a. A collection of information stored on a computer
    b. A container for files
    c. A system setting
    d. A computer program

    Ans: a. A collection of information stored on a computer

    Explanation: A file is a collection of information stored on a computer.

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4. Which of these is an example of a file?
    a. College
    b. Assignment.docx
    c. My Folder
    d. File Manager

Ans: b. Assignment.docx

Explanation: Assignment.docx is an example of a document file.

5. Which of these can be a type of file?
    a. Folder
    b. Photo
    c. Drive
    d. Settings

Ans: b. Photo

Explanation: Photos are one type of file stored on a computer.

6. What is a folder?
    a. A file extension
    b. A container used to organize and store files
    c. A computer program
    d. A system setting

Ans: b. A container used to organize and store files

Explanation: A folder is used to organize and store files.

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7. What can a folder contain?
    a. Only photos
    b. Only documents
    c. Only programs
    d. Files and folders

Ans: d. Files and folders

Explanation: A folder can contain files and other folders.

8. Which is an example of a folder?
    a. Notes.pdf
    b. Assignment.docx
    c. College
    d. Photo.jpg

Ans: c. College

Explanation: College is an example of a folder.

9. What does a file mainly store?
    a. Information
    b. Folders
    c. System settings
    d. User accounts

Ans: a. Information

Explanation: A file stores information or data.

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10. What is the main purpose of a folder?
    a. To store information
    b. To organize information
    c. To change settings
    d. To open Control Panel

Ans: b. To organize information

Explanation: A folder helps organize files and folders.

11. Which usually has a file extension?
    a. Folder
    b. File
    c. Desktop
    d. Taskbar

Ans: b. File

Explanation: Files usually have file extensions such as .pdf or .docx.

12. Which usually does not have a file extension?
    a. PDF file
    b. Photo
    c. Document
    d. Folder

Ans: d. Folder

Explanation: Folders usually do not have a file extension.

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13. Which action creates a new folder?
    a. Right-click → New Folder
    b. Right-click → Delete
    c. Right-click → Rename
    d. Right-click → Copy

Ans: a. Right-click → New Folder

Explanation: A new folder can be created using the right-click menu.

14. Which shortcut creates a new folder?
    a. Ctrl + C
    b. Ctrl + V
    c. Ctrl + Shift + N
    d. Ctrl + X

Ans: c. Ctrl + Shift + N

Explanation: Ctrl + Shift + N creates a new folder.

15. Which Windows tool can be used to create a folder?
    a. File Explorer
    b. Calculator
    c. Notepad
    d. Control Panel

Ans: a. File Explorer

Explanation: A new folder can be created using File Explorer's menu.

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16. How can you open a file or folder using the mouse?
    a. Right-click and Delete
    b. Double-click the file or folder
    c. Press F2
    d. Press Ctrl + X

Ans: b. Double-click the file or folder

Explanation: Double-clicking a file or folder opens it.

17. Which action can be used to open a file or folder?
    a. Right-click
    b. Delete
    c. Copy
    d. Rename

Ans: a. Right-click

Explanation: The PPT shows right-click as one method for opening a file or folder.

18. Where can you search for a file in File Explorer?
    a. Taskbar clock
    b. Recycle Bin
    c. Search Box
    d. Control Panel

Ans: c. Search Box

Explanation: The Search Box at the top-right of File Explorer can be used to find files and folders.

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19. Which shortcut opens File Explorer?
    a. Windows + E
    b. Windows + I
    c. Ctrl + C
    d. F2

Ans: a. Windows + E

Explanation: Windows + E opens File Explorer.

20. What should you type when searching for a file?
    a. File or folder name
    b. Password
    c. Computer name
    d. User account

Ans: a. File or folder name

Explanation: Type the name of the file or folder in the Search Box.

21. Which option can be used to search for files?
    a. Search icon
    b. Delete icon
    c. Save icon
    d. Print icon

Ans: a. Search icon

Explanation: The Search icon can be used to search for files and folders.

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22. Which shortcut is mentioned for searching in Windows?

a. Win + E
b. Ctrl + C
c. Ctrl + V
d. Win + S

Ans: d. Win + S

Explanation: The PPT mentions Win + S as a way to use search.

23. Which key can be used to delete a file or folder?

a. F2
b. Delete
c. Ctrl
d. Shift

Ans: b. Delete

Explanation: Pressing the Delete key can delete a file or folder.

24. How can you delete a file using the mouse?

a. Right-click → Delete
b. Right-click → Copy
c. Right-click → Paste
d. Right-click → Rename

Ans: a. Right-click → Delete

Explanation: A file or folder can be deleted by right-clicking and selecting Delete.

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25. Which action permanently deletes a file or folder using the keyboard?
    a. Press the Delete key
    b. Press Ctrl + C
    c. Press Ctrl + V
    d. Press F2

Ans: a. Press the Delete key

Explanation: The PPT mentions deleting files or folders using the keyboard.

26. Which option is used to copy a file or folder?
    a. Copy
    b. Paste
    c. Cut
    d. Rename

Ans: a. Copy

Explanation: The Copy option creates a copy of the selected file or folder.

27. Which shortcut is used to copy a file or folder?
    a. Ctrl + X
    b. Ctrl + V
    c. Ctrl + C
    d. F2

Ans: c. Ctrl + C

Explanation: Ctrl + C is the shortcut for copying.

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28. Which option is used to paste a copied file or folder?

a. Cut
b. Paste
c. Copy
d. Delete

Ans: b. Paste

Explanation: Paste places the copied file or folder in the selected location.

29. Which shortcut is used to paste a file or folder?

a. Ctrl + C
b. Ctrl + X
c. Ctrl + V
d. F2

Ans: c. Ctrl + V

Explanation: Ctrl + V is the shortcut for pasting.

30. Which option is used to move a file or folder?

a. Copy
b. Paste
c. Search
d. Cut

Ans: d. Cut

Explanation: Cut can be used to move a file or folder to another location.

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31. Which shortcut is used to cut a file or folder?
    a. Ctrl + C
    b. Ctrl + X
    c. Ctrl + V
    d. Ctrl + S

Ans: b. Ctrl + X

Explanation: Ctrl + X is the shortcut for Cut.

32. Which method can be used to move a file or folder with the mouse?
    a. Dragging and dropping
    b. Double-clicking
    c. Searching
    d. Printing

Ans: a. Dragging and dropping

Explanation: Files and folders can be moved by dragging and dropping them.

33. Which option is used to change the name of a file or folder?
    a. Rename
    b. Copy
    c. Delete
    d. Paste

Ans: a. Rename

Explanation: Rename is used to change the name of a file or folder.

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34. Which shortcut is used to rename a file or folder?

a. F1
b. F2
c. F5
d. F10

Ans: b. F2

Explanation: F2 is the shortcut used to rename a file or folder.

35. Which mouse option can be used to rename a file?

a. Right-click → Copy
b. Right-click → Rename
c. Right-click → Delete
d. Right-click → Paste

Ans: b. Right-click → Rename

Explanation: Right-click the file or folder and select Rename.

36. What is the purpose of the Sort option in File Explorer?

a. To arrange files and folders in a particular order
b. To delete files and folders
c. To create new folders
d. To open files

Ans: a. To arrange files and folders in a particular order

Explanation: Sort arranges files and folders in a particular order.

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37. What is the purpose of View Options in File Explorer?
    a. To rename files
    b. To change how files and folders are displayed
    c. To delete folders
    d. To move files

Ans: b. To change how files and folders are displayed

Explanation: View Options change how files and folders appear in File Explorer.

38. Which option displays files and folders as very large icons?
    a. Extra Large Icons
    b. Large Icons
    c. Medium Icons
    d. List

Ans: a. Extra Large Icons

Explanation: Extra Large Icons displays files and folders using very large icons.

39. Which key has the Windows logo on it?
    a. Alt Key
    b. Ctrl Key
    c. Windows Key
    d. Shift Key

Ans: c. Windows Key

Explanation: The Windows key has the Windows logo on it.

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40. Which keys are used to perform different functions and are labeled F1 to F12?

a. Ctrl Keys
b. Shift Keys
c. Alt Keys
d. Function Keys

Ans: d. Function Keys

Explanation: Function keys are labeled F1 to F12 and perform different functions.

41. Which shortcut key moves the cursor to the beginning of a document?

a. Ctrl + End
b. Ctrl + Home
c. Ctrl + Shift + Esc
d. Windows + R

Ans: b. Ctrl + Home

Explanation: Ctrl + Home moves the cursor to the beginning of a document.

42. Which shortcut key opens the Task Manager?

a. Windows + I
b. Windows + R
c. Ctrl + Shift + Esc
d. Shift + F10

Ans: c. Ctrl + Shift + Esc

Explanation: Ctrl + Shift + Esc opens the Task Manager.

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43. Which function key is used to rename a selected file or folder?

    a. F1
    b. F4
    c. F3
    d. F2

Ans: d. F2

Explanation: F2 is used to rename a selected file or folder.

44. Which shortcut key opens the Run dialog box?

    a. Windows + R
    b. Windows + I
    c. Windows + Esc
    d. Ctrl + Home

Ans: a. Windows + R

Explanation: Windows + R opens the Run dialog box.

45. Which shortcut key opens the context menu, similar to a right-click?

    a. F1
    b. F2
    c. Shift + F10
    d. F11

Ans: c. Shift + F10

Explanation: Shift + F10 opens the context menu for the selected item.

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46. Which function key toggles full-screen mode in File Explorer?

a. F3

b. F4

c. F10

d. F11

Ans: d. F11

Explanation: F11 switches between full-screen mode and normal view.