

Introduction to Computing I

Terms, Lesson 10

Refer to page 193 in your textbook. Locate the Vocabulary Review terms in the blue box. Write the correct term in the statements below:

1. _____ rearranges the files on your disk so the disk performs optimally.
2. When you _____ a file, you remove it from its original location and place it in a new location.
3. In the filename *historyreport.doc* the *doc* is referred to as a file _____.
4. When you _____ a file, you place a duplicate of the file in a different location and the original remains in place.
5. In Windows XP, a _____ may be as long as 255 characters.
6. A folder that contains subfolders is referred to as a _____.
7. Older versions of Windows and DOS used an 8.3 file naming convention. If you copy a file with a long filename to one of these older systems, the computer will assign a short filename called an _____.
8. The file to be copied is known as the _____.
9. The _____ is the location where the copied or moved file will reside.
10. These icons called _____ look like a sheet of paper with a superimposed graphic that links the document to a specific application program.
11. _____ allows you to clear your disk of unnecessary files.
12. A folder within a parent folder is called a _____.
13. An _____ starts an application program by double clicking it.
14. Files that are not stored in contiguous clusters are called _____.