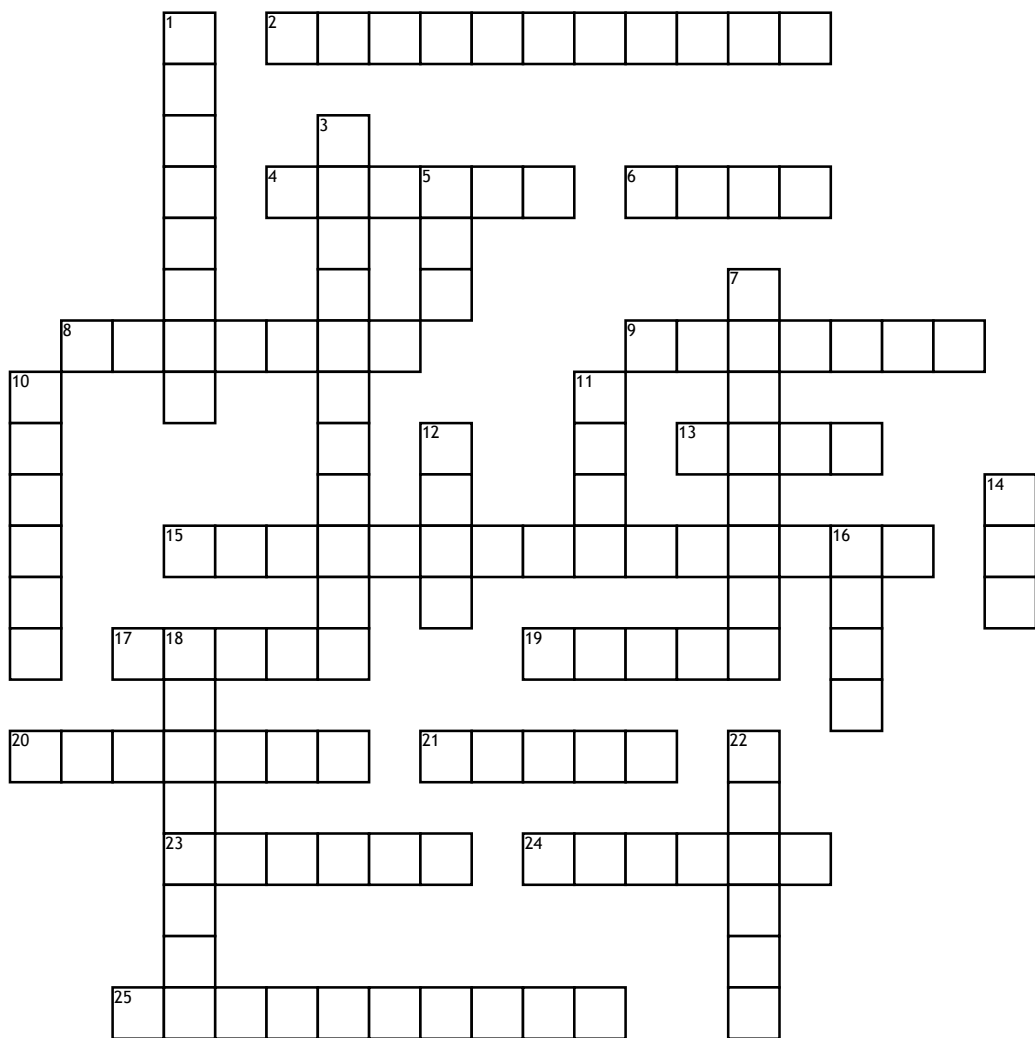


Name: _____

Date: _____

File Management



Across

2. how to open a file
4. common search engine
6. cutting and pasting a file is a way to ____ it
8. how to bring a file back from the recycle bin
9. similar to siri
13. most popular lossy image compression format
15. mp3 and mp4 are common examples of this
17. to upload files to onedrive you must ____

19. what makes it easier to recognize files
20. first item you click to save a file
21. online data storage
23. a way to edit the title of a file
24. example of a common audio file app
25. where folders you delete go

Down

1. what to do when a file is too big
3. what saves storage space for files
5. moving picture compression format
7. what the G in gif stands for
10. you must be ____ to view data in your cloud

11. item that contains info such as text
12. signing up for a microsoft account is ____
14. most popular lossless image compression format
16. what info you can use to search for a file
18. a free online cloud storage
22. google ____ is an easy access to spreadsheet templates

Word Bank

itunes
file tab
jpeg
gif
restore

online
log in
double click
icons
compression

sheets
cloud
graphics
png
recycle bin

move
file
one drive
compress
google

cortana
rename
name
free
audio extensions