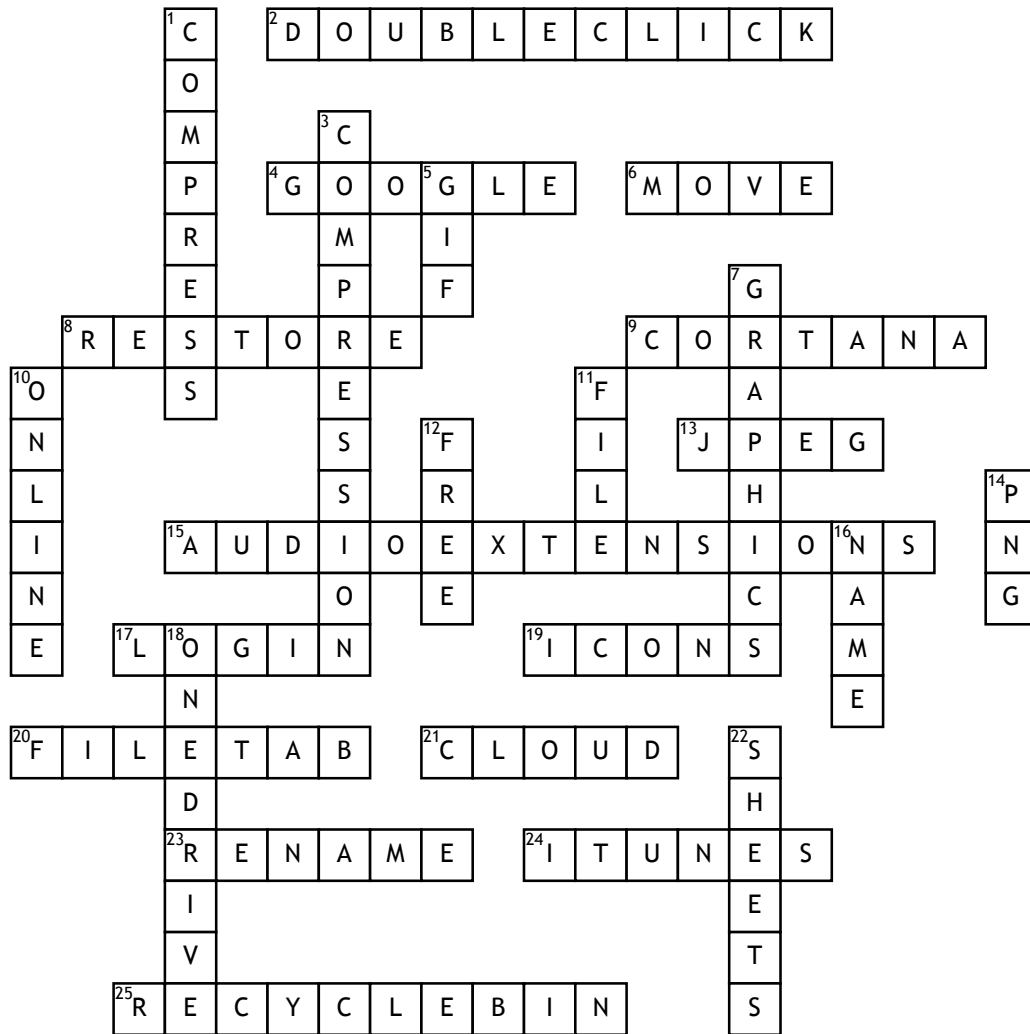


Name: _____

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

png
jpeg
file
log in
sheets

gif
icons
double click
audio extensions
recycle bin

move
file tab
graphics
cortana
cloud

compress
google
restore
compression
online

free
one drive
name
itunes
rename