

This is a collaborative quiz.

To begin, type your name in the space below, then highlight it with a unique color.

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To answer the questions, highlight the answer in your color. If the question is already answered, and you agree, go to the next one. If the question is already answered and you disagree, highlight the answer you feel is correct.

Scroll down to begin.

1. When you store files "in the cloud," you are _____.

- A. storing them in an e-file
- B. storing them online
- C. storing them in the cloud folder on your hard drive
- D. storing them in a temporary location to be deleted later

2. Google Docs are similar to the files you can create with _____.

- A. Microsoft Outlook
- B. Microsoft Office
- C. Apple Pages
- D. Both B and C

3. Whenever you create a new Google Document, it will open in _____.

- A. the view pane
- B. Microsoft Word
- C. a new browser tab
- D. the left-navigation pane

4. _____ allow you to group and label your docs.

- A. Groups
- B. Folders
- C. Collections
- D. Stickers

5. If you want to display specific files while hiding others, you can _____.

- A. switch to Grid view
- B. choose a color for a folder
- C. sync your files
- D. apply a filter

6. The easiest way to share a file on your Google Drive with a large group of people is with _____.

- A. a USB drive
- B. a download
- C. an email attachment
- D. a stable link

7. Words with spelling suggestions are underlined in _____.

- A. blue
- B. green
- C. red
- D. black

8. To double-space the text in your document, click the _____ shortcut button.

- A. Bulleted list
- B. Increase indent
- C. Justify
- D. Line spacing

9. The quickest way to indent using the keyboard is to press the _____ key.

- A. Spacebar
- B. Tab
- C. Enter
- D. Insert

True or False

10. You will need a Google account to use Google Drive.

- A. True
- B. False

11. When you share a Google Doc with someone else, that person can always edit the file.

- A. True
- B. False

12. In a hyperlink, the address and the display text must be the same.

- A. True
- B. False

13. Google Drive is available on either a desktop or mobile device.

- A. True
- B. False

14. When you share a file on Google Drive, it will be marked as Shared.

A. True

B. False

15. If multiple users are editing the same file, you can see the file changes as the edits are made.

A. True

B. False

16. Google Drive was intended to be used as a storage device for a single user, not as a collaborative tool.

A. True

B. False

17. If you want to view items that have been shared with you, all you need to do is select the Trash selection from the menu on the left-hand side.

A. True

B. False

18. When you share a file from your Google Drive, you can allow others to edit and view the same file.

A. True

B. False