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Name:_____ Class:_____ Date:_____

Windows 10 - Module 2: Understanding File Management

1. You must double-click a folder or subfolder in the Address bar to show its contents.
   a. True
   b. False

   ANSWER: False
   POINTS: 1
   REFERENCES: Understand Files and Folders
   Windows 26
   LEARNING OBJECTIVES: BESK.OFIN.16.365 - Analyze a file hierarchy

2. In a window, the Address bar is located just above the title bar.
   a. True
   b. False

   ANSWER: False
   POINTS: 1
   REFERENCES: Understand Files and Folders
   Windows 26
   LEARNING OBJECTIVES: BESK.OFIN.16.365 - Analyze a file hierarchy

3. An address is a sequence of folder names that describe a file's location in a file hierarchy.
   a. True
   b. False

   ANSWER: True
   POINTS: 1
   REFERENCES: Understand Files and Folders
   Windows 26
   LEARNING OBJECTIVES: BESK.OFIN.16.365 - Analyze a file hierarchy

4. Subfolders are folders that are inside of other folders.
   a. True
   b. False

   ANSWER: True
   POINTS: 1
   REFERENCES: Understand Files and Folders
   Windows 26
   LEARNING OBJECTIVES: BESK.OFIN.16.366 - Examine files and folders

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5. Windows 10 comes with several existing folders.
   a. True
   b. False

   ANSWER: True
   POINTS: 1
   REFERENCES: Understand Files and Folders
   Windows 26
   LEARNING OBJECTIVES: BESK.OFIN.16.366 - Examine files and folders

6. When you click a folder in the Navigation pane of the File Explorer window, you see its contents on the right side of the window in the File list.
   a. True
   b. False

   ANSWER: True
   POINTS: 1
   REFERENCES: Understand Files and Folders
   Windows 26
   LEARNING OBJECTIVES: BESK.OFIN.16.366 - Examine files and folders

7. Subfolders appear shaded under the folders that contain them showing that they are inside that folder.
   a. True
   b. False

   ANSWER: False
   POINTS: 1
   REFERENCES: Understand Files and Folders
   Windows 26
   LEARNING OBJECTIVES: BESK.OFIN.16.366 - Examine files and folders

8. The Address bar is just below the Ribbon.
   a. True
   b. False

   ANSWER: True
   POINTS: 1
   REFERENCES: Understand Files and Folders
   Windows 26
   LEARNING OBJECTIVES: BESK.OFIN.16.365 - Analyze a file hierarchy

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9. RAM is a permanent storage location.
   a. True
   b. False

   ANSWER: False
   POINTS: 1
   REFERENCES: Create and Save a File
   Windows 28
   LEARNING OBJECTIVES: BESK.OFIN.16.253 - Create a file

10. In Details view in File Explorer, you can see each item's name, the date it was modified, and its file type.
    a. True
    b. False

    ANSWER: True
    POINTS: 1
    REFERENCES: Change File and Folder Views
    Windows 32

11. You can use the Send to command command to copy and paste a file.
    a. True
    b. False

    ANSWER: True
    POINTS: 1
    REFERENCES: Copy Files
    Windows 36

12. A file extension is a three- or four-letter sequence, preceded by a period, that identifies the file as a particular type of document.
    a. True
    b. False

    ANSWER: True
    POINTS: 1
    REFERENCES: Create and Save a File
    Windows 28
    LEARNING OBJECTIVES: BESK.OFIN.16.253 - Create a file

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13. When you create a new folder, the default name for the folder is Blank folder.
    a. True
    b. False

    ANSWER: False
    POINTS: 1
    REFERENCES: Copy Files
    Windows 36

14. After you start a program and create a new file, the file only exists in your computer's random access memory (RAM).
    a. True
    b. False

    ANSWER: True
    POINTS: 1
    REFERENCES: Create and Save a File
    Windows 28
    LEARNING OBJECTIVES: BESK.OFIN.16.367 - Start WordPad

15. When saving a file, the Documents folder is the default (automatically selected) storage location.
    _____

    ANSWER: True
    POINTS: 1
    REFERENCES: Create and Save a File
    Windows 28
    LEARNING OBJECTIVES: BESK.OFIN.16.254 - Save a file

16. Windows 10 lets you search for an app by clicking the Start button and then typing part of its name.
    _____

    ANSWER: True
    POINTS: 1
    REFERENCES: Create and Save a File
    Windows 28
    LEARNING OBJECTIVES: BESK.OFIN.16.253 - Create a file

17. The QuickLook pane is an area on the right side of the screen that shows you what a selected file looks like without opening it. _____

    ANSWER: False - Preview
    POINTS: 1
    REFERENCES: Change File and Folder Views
    Windows 32
    LEARNING OBJECTIVES: BESK.OFIN.16.368 - Preview files

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18. When you first save a file, the Save dialog box opens. _____

ANSWER: False - Save As
POINTS: 1
REFERENCES: Create and Save a File
Windows 28
LEARNING OBJECTIVES: BESK.OFIN.16.254 - Save a file

19. When you use the Copy command, Windows 10 places a duplicate copy of the file in an area of your computer's RAM called the notepad. _____

ANSWER: False - clipboard
POINTS: 1
REFERENCES: Copy Files
Windows 36
LEARNING OBJECTIVES: BESK.OFIN.16.369 - Copy and paste a file

20. When you use the Move command, Windows 10 places a duplicate of the file on the clipboard.

ANSWER: False - Copy
POINTS: 1
REFERENCES: Copy Files
Windows 36
LEARNING OBJECTIVES: BESK.OFIN.16.369 - Copy and paste a file

21. Which button on the desktop do you click to examine your existing folder and file structure?
a. Internet Explorer b. File Explorer
c. Windows Explorer d. Desktop Explorer

ANSWER: b
POINTS: 1
REFERENCES: Explore the Files and Folders on Your Computer
Windows 30
LEARNING OBJECTIVES: BESK.OFIN.16.370 - Navigate to file storage locations

22. A ____ is a three- or four-letter sequence, preceded by a period, that identifies the file type.
a. filename b. file extension
c. file suffix d. file property

ANSWER: b
POINTS: 1
REFERENCES: Create and Save a File
Windows 28
LEARNING OBJECTIVES: BESK.OFIN.16.254 - Save a file

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23. In the Save As dialog box, below the Address bar, the ____ contains command buttons that you can click to perform actions.
    a. navigation bar b. taskbar
    c. File list d. toolbar

    ANSWER: d
    POINTS: 1
    REFERENCES: Create and Save a File
    Windows 28
    LEARNING OBJECTIVES: BESK.OFIN.16.254 - Save a file

24. _____ is a Windows 10 program that creates files in RTF format.
    a. Explorer b. FileMaker
    c. WordPad d. Paint

    ANSWER: c
    POINTS: 1
    REFERENCES: Create and Save a File
    Windows 28
    LEARNING OBJECTIVES: BESK.OFIN.16.367 - Start WordPad

25. What is the typical drive letter for the hard drive?
    a. A: b. B:
    c. C: d. D:

    ANSWER: c
    POINTS: 1
    REFERENCES: Explore the Files and Folders on Your Computer
    Windows 30
    LEARNING OBJECTIVES: BESK.OFIN.16.370 - Navigate to file storage locations

26. A USB Flash drive is a(n) ____ disk.
    a. floppy b. hard drive
    c. internal d. removable

    ANSWER: d
    POINTS: 1
    REFERENCES: Windows 30
    Explore the Files and Folders on Your Computer
    LEARNING OBJECTIVES: BESK.OFIN.16.370 - Navigate to file storage locations

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27. When you view the File list on the C: drive, you will see the ____ folder.
    a. Users b. People
    c. Creators d. Files

    ANSWER: a
    POINTS: 1
    REFERENCES: Explore the Files and Folders on Your Computer
    Windows 30
    LEARNING OBJECTIVES: BESK.OFIN.16.371 - Open folders

28. The Documents folder is in the ____ folder.
    a. Users b. My Files
    c. My Computer d. People

    ANSWER: a
    POINTS: 1
    REFERENCES: Explore the Files and Folders on Your Computer
    Windows 30
    LEARNING OBJECTIVES: BESK.OFIN.16.371 - Open folders

29. The set of appearance choices for files and folders is known as the ____.
    a. Hierarchy b. View
    c. Design d. Order

    ANSWER: b
    POINTS: 1
    REFERENCES: Change File and Folder Views
    Windows 32
    LEARNING OBJECTIVES: BESK.OFIN.16.372 - View files as large icons

30. Windows 10 offers eight different ____ for viewing your files and folders.
    a. styles b. designs
    c. themes d. layouts

    ANSWER: d
    POINTS: 1
    REFERENCES: Change File and Folder Views
    Windows 32
    LEARNING OBJECTIVES: BESK.OFIN.16.372 - View files as large icons

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Windows 10 - Module 2: Understanding File Management

31. The Sort by button allows you to sort your files using several ____.
    a. criteria b. lists
    c. languages d. prompts

    ANSWER: a
    POINTS: 1
    REFERENCES: Change File and Folder Views
    Windows 32
    LEARNING OBJECTIVES: BESK.OFIN.16.373 - Sort files

32. While looking at your list of files and folders, you can also preview them without ____ them.
    a. deleting b. copying
    c. opening d. closing

    ANSWER: c
    POINTS: 1
    REFERENCES: Change File and Folder Views
    Windows 32
    LEARNING OBJECTIVES: BESK.OFIN.16.368 - Preview files

33. Which tab in Windows do you use to open a file?
    a. New b. File
    c. Open d. Edit

    ANSWER: b
    POINTS: 1
    REFERENCES: Open, Edit, and Save Files
    Windows 34
    LEARNING OBJECTIVES: BESK.OFIN.16.374 - Open a file

34. Making changes to a document is also known as ____.
    a. processing b. editing
    c. fixing d. changing

    ANSWER: b
    POINTS: 1
    REFERENCES: Open, Edit, and Save Files
    Windows 34
    LEARNING OBJECTIVES: BESK.OFIN.16.375 - Edit a file

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35. When you save an existing file, the ____ dialog box does not open.
    a. New b. Exit
    c. Save As d. Save

    ANSWER: c
    POINTS: 1
    REFERENCES: Open, Edit, and Save Files
    Windows 34
    LEARNING OBJECTIVES: BESK.OFIN.16.254 - Save a file

36. If you open a file and make changes to it and then save the changes, that file has been ____.
    a. edited b. duplicated
    c. formatted d. saved as another file

    ANSWER: a
    POINTS: 1
    REFERENCES: Open, Edit, and Save Files
    Windows 34
    LEARNING OBJECTIVES: BESK.OFIN.16.254 - Save a file

37. A copy or replacement of a file is known as a(n) ____.
    a. extra b. double
    c. dupe d. backup

    ANSWER: d
    POINTS: 1
    REFERENCES: Copy Files
    Windows 36
    LEARNING OBJECTIVES: BESK.OFIN.16.369 - Copy and paste a file

38. When you copy a file, a duplicate remains on the ____.
    a. clipboard b. flash drive
    c. hard drive d. desktop

    ANSWER: a
    POINTS: 1
    REFERENCES: Copy Files
    Windows 36
    LEARNING OBJECTIVES: BESK.OFIN.16.369 - Copy and paste a file

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39. In File Explorer, the New Folder button is in the New group on the ____ tab on the Ribbon.
    a. Edit b. Home
    c. File d. New

    ANSWER: b
    POINTS: 1
    REFERENCES: Copy Files
    Windows 34
    LEARNING OBJECTIVES: BESK.OFIN.16.376 - Create a new folder

40. When you cut and paste a file, you are actually ____ it.
    a. deleting b. storing
    c. moving d. copying

    ANSWER: c
    POINTS: 1
    REFERENCES: Move and Rename Files
    Windows 38
    LEARNING OBJECTIVES: BESK.OFIN.16.377 - Cut and paste a file

41. To rename a file in File Explorer, click the Rename button in the ____ group.
    a. File b. Naming
    c. Filter d. Organize

    ANSWER: d
    POINTS: 1
    REFERENCES: Move and Rename Files
    Windows 38
    LEARNING OBJECTIVES: BESK.OFIN.16.378 - Rename a file

42. In File Explorer, the Paste button is in the ____ group.
    a. Clipboard b. Edit
    c. Rename d. Home

    ANSWER: a
    POINTS: 1
    REFERENCES: Move and Rename Files
    Windows 38
    LEARNING OBJECTIVES: BESK.OFIN.16.377 - Cut and paste a file

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Windows 10 - Module 2: Understanding File Management

43. You can quickly find any file, folder, or program using ____.
    a. Windows 10 b. Windows Help
    c. Windows Finder d. Windows Search

    ANSWER: d
    POINTS: 1
    REFERENCES: Search for Files and Folders
    Windows 40
    LEARNING OBJECTIVES: BESK.OFIN.16.379 - Search for a file

44. Search text is also known as search ____.
    a. clues b. criteria
    c. keywords d. filters

    ANSWER: b
    POINTS: 1
    REFERENCES: Search for Files and Folders
    Windows 40
    LEARNING OBJECTIVES: BESK.OFIN.16.379 - Search for a file

45. The ____ button limits your search to the files and folders in your storage locations on the device being search.
    a. Personal b. User
    c. My Stuff d. Device

    ANSWER: c
    POINTS: 1
    REFERENCES: Search for Files and Folders
    Windows 40
    LEARNING OBJECTIVES: BESK.OFIN.16.379 - Search for a file

46. As you search for a file, a green progress bar appears in the ____ bar.
    a. File list b. Taskbar
    c. Details pane d. Address bar

    ANSWER: d
    POINTS: 1
    REFERENCES: Search for Files and Folders
    Windows 40
    LEARNING OBJECTIVES: BESK.OFIN.16.379 - Search for a file

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47. One way to open a found file is to ____ it.
    a. double-click b. click
    c. hover over d. left-click

    ANSWER: a
    POINTS: 1
    REFERENCES: Search for Files and Folders
    Windows 40
    LEARNING OBJECTIVES: BESK.OFIN.16.380 - Open a found file

48. Emptying the Recycle Bin frees up ____ on your computer.
    a. RAM b. storage space
    c. room on the flash disk d. room on the desktop

    ANSWER: b
    POINTS: 1
    REFERENCES: Delete and Restore Files
    Windows 42
    LEARNING OBJECTIVES: BESK.OFIN.16.381 - Empty the Recycle Bin

49. Files and folders that have been placed in the Recycle Bin can be ____.
    a. recycled b. copied
    c. restored d. replaced

    ANSWER: c
    POINTS: 1
    REFERENCES: Delete and Restore Files
    Windows 42
    LEARNING OBJECTIVES: BESK.OFIN.16.382 - Restore a file

50. When you delete files from a(n) ____, they do not go to the Recycle Bin.
    a. USB flash drive b. hard drive
    c. folder d. list

    ANSWER: a
    POINTS: 1
    REFERENCES: Delete and Restore Files
    Windows 42
    LEARNING OBJECTIVES: BESK.OFIN.16.383 - Delete a file

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Windows 10 - Module 2: Understanding File Management

51. .rtf is an example of a(n) ____.
    a. Excel document b. file extension
    c. type of RAM d. file size

    ANSWER: b
    POINTS: 1
    REFERENCES: Create and Save a File
    Windows 28
    LEARNING OBJECTIVES: BESK.OFIN.16.253 - Create a file

52. To see the storage locations available on your computer, click _____ in the Navigation pane of File Explorer.
    a. My Stuff b. This PC
    c. Personal d. My Documents

    ANSWER: b
    POINTS: 1
    REFERENCES: Create and Save a File
    Windows 28

53. The WordPad program creates files in ____ format.
    a. DOC b. DOCX
    c. RTF d. USB

    ANSWER: c
    POINTS: 1
    REFERENCES: Create and Save a File
    Windows 28
    LEARNING OBJECTIVES: BESK.OFIN.16.253 - Create a file

54. A File Explorer window contains the File list, the Address bar and the ____ pane.
    a. groups b. Icon view
    c. categories d. Navigation

    ANSWER: d
    POINTS: 1
    REFERENCES: Explore the Files and Folders on Your Computer
    Windows 30
    LEARNING OBJECTIVES: BESK.OFIN.16.366 - Examine files and folders

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55. A ____ is the name given to a folder inside another folder.
    a. subfolder b. subfile
    c. pane d. charm

    ANSWER: a
    POINTS: 1
    REFERENCES: Understand Files and Folders
    Windows 26
    LEARNING OBJECTIVES: BESK.OFIN.16.365 - Analyze a file hierarchy

56. Which of the following is not a storage device?
    a. hard drive b. USB flash drive
    c. DVD d. RAM

    ANSWER: d
    POINTS: 1
    REFERENCES: Create and Save a File
    Windows 28
    LEARNING OBJECTIVES: BESK.OFIN.16.254 - Save a file

57. The files and folders on your computer are organized in a(n) _____, a system that arranges files and folders in different levels.

    ANSWER: file hierarchy
    POINTS: 1
    REFERENCES: Understand Files and Folders
    Windows 26
    LEARNING OBJECTIVES: BESK.OFIN.16.365 - Analyze a file hierarchy

58. After you start a program and create a new file, the file exists only in your computer's _____, which is a temporary storage location.

    ANSWER: random access memory, RAM
    POINTS: 1
    REFERENCES: Create and Save a File
    Windows 28
    LEARNING OBJECTIVES: BESK.OFIN.16.253 - Create a file

59. The _____ folder contains a subfolder for each user account on a computer.

    ANSWER: Users
    users
    POINTS: 1
    REFERENCES: Explore the Files and Folders on Your Computer
    Windows 30

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Windows 10 - Module 2: Understanding File Management

60. You can _____ your folders and files to change the order they are listed.

ANSWER: sort
POINTS: 1
REFERENCES: Change File and Folder Views
Windows 32
LEARNING OBJECTIVES: BESK.OFIN.16.373 - Sort files

61. When you save an existing file that you have changed, you use the _____ command.

ANSWER: Save
POINTS: 1
REFERENCES: Open, Edit, and Save Files
Windows 34
LEARNING OBJECTIVES: BESK.OFIN.16.254 - Save a file

62. The search text you type is called your _____.

ANSWER: search criteria
POINTS: 1
REFERENCES: Search for Files and Folders
Windows 40
LEARNING OBJECTIVES: BESK.OFIN.16.379 - Search for a file

63. When you _____ a file, the file is transferred to a new location and no longer exists in its original location.

ANSWER: move
POINTS: 1
REFERENCES: Move and Rename Files
Windows 38
LEARNING OBJECTIVES: BESK.OFIN.16.377 - Cut and paste a file

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64. Describe the similarities and differences between using Save and Save As to save a new file and an existing file.

ANSWER: Save and Save As work in the same way when you first save a file. In both cases, a Save As dialog box opens so you can select the drive and folder where you want to save the file and you can enter a filename for the new file.

If you open, modify, and then save an existing file, Save will save the file under the same name on the same drive and in the same folder. Save As, on the other hand, will open a Save As dialog box, and you have the option of saving the file under a new filename, in a different folder, on a different drive, or by using any combination of these options.

POINTS: 1

REFERENCES: Open, Edit, and Save Files
Windows 34

LEARNING OBJECTIVES: BESK.OFIN.16.254 - Save a file

TOPICS: Critical Thinking

65. What does it mean to restore a file and how do you do it?

ANSWER: When you delete a file or folder from the hard drive, it is placed in the Recycle Bin on the desktop. The contents of the Recycle Bin remain there until the Recycle Bin is emptied. If you need a file that you have deleted, you can restore it, which means that it leaves the Recycle Bin and is placed in its original location. To restore a file or folder, you double-click the Recycle Bin to open it. When you see the file or folder you wish to restore, select it, and then choose Restore the selected items button in the Restore group on the Recycle Bin Tools Manage tab. It is important to note that items deleted from a removable drive cannot be restored.

POINTS: 1

REFERENCES: Delete and Restore Files
Windows 42

LEARNING OBJECTIVES: BESK.OFIN.16.382 - Restore a file

TOPICS: Critical Thinking

66. Explain how you can search for a lost file on your computer and limit retrieval to only files on your computer.

ANSWER: First click in the search box on the taskbar and then type your search criteria. When the Search menu opens with possible matches, click My Stuff near the bottom of the menu. This will limit the search to files and folders in your storage locations on the current device.

POINTS: 1

REFERENCES: Search for Files and Folders
Windows 40

LEARNING OBJECTIVES: BESK.OFIN.16.379 - Search for a file

TOPICS: Critical Thinking

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Todd works for an advertising firm and handles advertising projects for various clients. To keep track of the projects he has for each client, he wants to organize the client and project files on his hard disk so that he can quickly locate them.

67. Describe how Todd can effectively organize his files for each client and each of the projects he handles for them.

ANSWER: Todd should create a folder for each client, and within each client's folder, he should create subfolders for each project.
POINTS: 1
REFERENCES: Understand Files and Folders
Windows 26
LEARNING OBJECTIVES: BESK.OFIN.16.366 - Examine files and folders
TOPICS: Critical Thinking

68. Todd's new client owns a chain of jewelry stores in Washington. He has three stores, one in Seattle, one in Spokane, and one in Tacoma. In the future, he plans to expand to other states. What would be a good folder structure for the documents he needs to store for each of the three stores in Washington.

ANSWER: Todd should create one folder named Washington and then three subfolders within the Washington folder named Seattle, Spokane, and Tacoma.
POINTS: 1
REFERENCES: Understand Files and Folders
Windows 27
LEARNING OBJECTIVES: BESK.OFIN.16.366 - Examine files and folders
TOPICS: Critical Thinking

69. Todd has accidentally deleted his Spokane folder. How can he retrieve it?

ANSWER: Todd can open the Recycle Bin, select the Spokane folder, and then choose Restore the selected items button in the Restore group on the Recycle Bin Tools Manage tab. The Spokane folder will be restored to its original location.
POINTS: 1
REFERENCES: Delete and Restore Files
Windows 42
LEARNING OBJECTIVES: BESK.OFIN.16.382 - Restore a file
TOPICS: Critical Thinking

Match each term with the correct definition or description below.

a. search criteria
b. subfolder
c. layout
d. file extension
e. USB flash drive
f. backup

REFERENCES: Change File and Folder Views

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Copy Files
Create and Save a File
Search for Files and Folders
Understand Files and Folders
Windows 26
Windows 28
Windows 32
Windows 36
Windows 40

LEARNING OBJECTIVES: BESK.OFIN.16.253 - Create a file
BESK.OFIN.16.254 - Save a file
BESK.OFIN.16.366 - Examine files and folders
BESK.OFIN.16.369 - Copy and paste a file
BESK.OFIN.16.372 - View files as large icons
BESK.OFIN.16.379 - Search for a file

70. A folder contained within another folder

ANSWER: b
POINTS: 1

71. One or more pieces of information that helps Windows 10 locate the file you want

ANSWER: a
POINTS: 1

72. One of 8 different ways to view your files and folders

ANSWER: c
POINTS: 1

73. A set of characters at the end of a filename used to identify the file type

ANSWER: d
POINTS: 1

74. Small, portable storage media

ANSWER: e
POINTS: 1

75. A copy of a file that is stored externally in case something happens to the original file

ANSWER: f
POINTS: 1

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