TEACHER KEY · LESSON 10

Model answers

FILE	FASTEST RELIABLE METHOD
`doc1.odt`	Sort by *Date modified*; it is one of the older files
`final.pdf`	Recent files in the application, or sort by date
`new.jpg`	Sort by date, or search for image files; check the Images folder
`untitled.txt`	Recycle bin → Restore
`backup.zip`	Search within `03_Resources`; check Properties for the path

Spreadsheet with no name: search by type and sort by date. Content search is slower and may be disabled.