Your Name -

Hand –Out Exercise #2 for CIS 151

“Let’s copy some files”

1. Locate the folder on desktop called MarketingVP2 ( You downloaded last week)
2. Create a folder called bigJbackup and create three subfolders called “word” “pdf” and “excel”
3. Copy All the files from joanswork folder to bigJbackup folder. (Write a batch file)
4. Copy just the word docx files from joanswork folder into the subfolder called “word”. Write a batch file. Run it.

Hint – Filename/Extension is the format of file names

\* = All files

\*.\* = move all file name and move all extension.

1. Copy just the PDF files from joanswork folder into the subfolder called”pdf”.

Write a batch file. Run it.

1. Copy just the Excel files from marketing folder into the subfolder called “excel”. Write a batch file. Run it
2. If all 3 batch files work, raise your hand so I can see the magic.

Joan from Marketing now has her files organized by application in the bigJbackup folder. She is so excited by this. Joan is getting lazier by the day. She thinks it is too hard to run 3 batch files to move her Excel, Word and PDF files. She wants 1 batch files that will move all her Word, Excel and Pdf files into the correct folders. Can you help Joan with this? (Use a batch file and the same folders) Raise your hand if it works.

Joan has a new VP. He plans to implement a new file sharing application. Joan tried to copy files in the Marketing folder (same ones you downloaded from blackboard) into the new application but she gets an error. Joan asks you to help her. After talking to Tech Support, you realize the new software does not accept files with a $ in it. All of Joan files have the $. Joan needs you to change the “$” to an “s”. She needs you to change all the files at once. How are you going to help Joan? Raise your hand

Joan’s VP is at it again. He wants to change “Marketing “team to “Invest” team. Can you change the files from Market to Invest?

Joan’s VP is at it again. He wants to change “Statisticallearning “to “Invest” team. Can you change the files from Market to Invest?

Raise your hand

Joan has a special request! She needs a new folder created called Market10. She wants all the files in marketing folder that have the number 10 to 19 to go into this folder. Can you write another batch file? Raise your hand.