



MS Windows Exercises – Desktop & File Management

Task 1: Power Options

1. Turn on your computer using power button.
2. Restart your computer.
3. Shut down your computer.
4. Use the Sleep option from the Power menu.

Task 2: Desktop Management

1. Change the size of desktop icons to large.
2. Hide all the desktop icons.
3. Show the desktop icons again.
4. Move one icon to the right using drag and drop.
5. Change the desktop background picture.
6. Change the lock screen picture.
7. Add “Control panel” icon to the desktop.
8. Add “User” icon to the desktop.



Task 3: Start Menu & Searching

1. Open the Start Menu.
2. Open the **Calculator** using the search bar then calculate this
 $15 \times 30 / 5 =$
 $96 + 64 - 100. =$
3. Open **Notepad** using the Start search bar then write your **name** and save it.

Task 4: Folder View & Grouping Options

1. Right-click inside the Documents folder.
2. Change the view to Large Icons.
3. Change the view to Details.
4. Use "Group by Type" option.
5. Use "Sort by Date Modified" option.