Windows File Explorer – Structured Folder Task

Task 1: Create Folders Inside Documents

Inside the 'Documents' folder, create the following folders:

- 📁 Microsoft Windows
- 📁 Microsoft Office

Task 2: Create Folders Inside "Microsoft Windows"

Inside the 'Microsoft Windows' folder, create these subfolders:

- 📂 Windows 98
- 📂 Windows Vista
- 📂 Windows XP
- 📂 Windows 7
- 📂 Windows 8
- 📂 Windows 10
- 📂 Windows 11

Task 3: Create Folders Inside "Microsoft Office"

Inside the 'Microsoft Office' folder, create the following subfolders:

- 📁 MS-Office
- 📁 MS-Word
- 📁 MS-Excel
- 📁 MS-PowerPoint
- 📁 MS-Publisher
- 📁 MS-Outlook
- 📁 MS-OneNote
- 📁 MS-Access
- 📁 MS-Teams

Task 4: Rename Folders in "Microsoft Office"

Change the name of folders listed below to match their full names:

- 📁 MS-Word ---> 📁 Microsoft Word
- 📁 MS-Excel ---> 📁 Microsoft Excel
- 📁 MS-PowerPoint ---> 📁 Microsoft PowerPoint
- 📁 MS-Publisher ---> 📁 Microsoft Publisher
- 📁 MS-Outlook ---> 📁 Microsoft Outlook
- 📁 MS-OneNote ---> 📁 Microsoft OneNote
- 📁 MS-Access ---> 📁 Microsoft Access

Task 5: Copy and Paste Folder

- 📋 Copy the 📁 Microsoft Office folder
- 📋 Paste it into each of the folders inside 📁 Microsoft Windows
  (Paste into: Windows 98, Windows Vista, Windows XP, Windows 7, Windows 8, Windows 10, and Windows 11)

Task 6: Organize Windows Versions

Create two new folders inside 📁 Microsoft Windows:

- 📁 Old Windows
- 📁 New Windows

✂ Cut the following folders and paste them inside "📁 Old Windows":

- 📁 Windows 98
- 📁 Windows Vista
- 📁 Windows XP
- 📁 Windows 7
- 📁 Windows 8

✂ Cut the following folders and paste them inside" 📂 New Windows":

- 📂 Windows 10
- 📂 Windows 11

❌ Delete the following folders

- 📂 Windows 98
- 📂 Windows Vista
- 📂 Windows XP

🗑 Restore the following folders

- 📂 Windows 98
- 📂 Windows Vista
- 📂 Windows XP