**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

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# 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