

Class Organization Assignment Outline

To begin this assignment click Download resource and Open the Instructions for CP1Class Organization Assignment. **Extract** the Class Organization Assignment Data Files folder by clicking **Extract** in the Tool Bar, select Browse, select Desktop, OK, OK. Open the **Class Organization Assignment Data Files** folder located on your Desktop

1. In the **Class Organization Assignment Data Files** folder, create four new folders named **Dixie State University**, **Photography 2010**, **Business English 1100** and **Psychology 1150**.
2. In the **Dixie State University** folder create a new folder named **Fall 2014**.
3. In the **Computer Information Systems 1200** folder create a new folder named **PowerPoint**.
4. Move or Cut & Paste the following files found in the **Class Organization Assignment Data Files** folder to the **Business English 1100** folder (hint: holding down the Ctrl key while selecting the files will allow you to move all the files at the same time):
 - Sample Cover Letter
 - Sample Fax
 - Sample Letter
 - Sample Memo
 - Sample Resume
 - Career Tips
5. Move or Cut & Paste the following files found in the **Class Organization Assignment Data Files** folder to the **Psychology 1150** folder:
 - Counseling Services
 - Counseling Survey
 - Counselors
6. Move or Cut & Paste the following files found in the **Class Organization Assignment Data Files** folder to the **Computer Information Systems 1200\PowerPoint** folder:
 - Increased Attendance
 - Sponsorship Program
7. Rename the **Photographer** file, found in the **Class Organization Assignment Data Files** folder, to **Photo Shoot Details**.
8. Rename the folder **Computer Information Systems 1200** to **CIS 1200**. Move or Cut & Paste the **Photo Shoot Details** file, found in the **Class Organization Assignment Data Files** folder, to the **Photography 2010** folder.
9. Move or Cut & Paste all the **JPEG Images**, found in the **Class Organization Assignment Data Files** folder, to the **Photography 2010** folder.
10. Rename each of the JPEG Images in the Photography 2010 folder to something that is more descriptive.
11. Delete the file **Career Services**.
12. Delete the folder **Math 1160**.

13. Move or Cut & Paste the following folders, found in the **Class Organization Assignment Data Files** folder, to the **Dixie State University\Fall 2014** folder:
- Business English 1100
 - CIS 1200
 - Photography 2010
 - Psychology 1150
14. Open the **Sample Resume** file found in the Dixie State University\Fall 2014\Business English 1100 folder. Choose File → Save As, navigate to the **Business English 1100** folder and save the file as **Your Name Resume**. Close the Word program.
15. Open up Word and **Save** the file as **Class Organization Assignment**. Type the answers to the following questions:
- A. How many Excel files are in the **Psychology 1150** folder?
 - B. Using Sort, which file in the **Business English 1100** folder is the largest?
 - C. How many files are in the **Business English 1100** folder?
 - D. Using Sort, what is the size of the largest file in the **Photography 2010** folder?
 - E. Using the Search feature, search the **Class Organization Assignment** folder for the files containing the text **Ongoing**? (Hint: In the upper-right corner, type **ongoing** in the search bar. Press Enter and then click on the **File Contents** option in the center of the screen.)
 - F. List the folders in the **CIS 1200** folder.
 - G. How many files are in the **Class Organization Assignment Data Files** folder? Hint: Do not count files that are in subfolders.
 - H. How many folders are in the **Class Organization Assignment Data Files** folder? Hint: Do not count files that are in subfolders.
 - I. Write the path of the **Increased Attendance** file. (Hint: Find the file. Copy the URL in the Address Bar and paste it in your word document.) For example: C:\Class Organization Assignment Data Files\Dixie State University\Fall 2014\ CIS 1200\Word
 - J. Search for the instructions to **copy and paste a file** by using the Windows Help and Support feature (?) located in the upper-right hand corner. Copy the **“Tips”** section and paste it in your document.
16. Submit the file through SimNet in the **CP 1 Class Organization tile, Upload my file**. Navigate to locate the **Class Organization Assignment** word file and then choose Yes, submit the file. You are allowed only one submission so please make sure you choose the correct file.