

# XCMP-1560-Computing Foundations & Fundamentals of Data Analysis and Business Intelligence

## File Management

### Assignment 1

#### Background

The objective of this assessment activity is to evaluate students' understanding of key concepts related to digital file management, software usage, and web browsing.

#### Instructions

1. Open Microsoft Word, Excel, and PowerPoint applications.
2. Create a document, a spreadsheet, and a presentation.
3. Save these files with appropriate names and file extensions.
4. Create a zipped folder containing these files.
5. Extract the contents of the zipped folder provided and rename the files using proper naming conventions.
6. Use Google Chrome to visit Norquest's website. Create a bookmark folder, name it "Useful Resources" and bookmark the website in that folder.

#### Submission (1 Zipped folder and 1 word file):

- For questions 1-4, after creating a zipped folder in question 4, upload it to Moodle.

#### Rubric

<b>Using file naming convention</b>	All the files are saved with appropriate names and file extensions	Some of the files are saved with appropriate names and file extensions	One file is saved with appropriate name and file extension	No evidence
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<b>Creating zipped folder</b>	All the files are zipped	Some of the files are zipped	One of the files is zipped	No evidence
<b>Unzipping folder</b>	All the files are unzipped and are saved with appropriate names and file extensions	All the files are unzipped but some are saved with appropriate names and file extensions	Only the files are unzipped	No evidence
<b>Bookmarking folder</b>	Bookmark folder is created, is named as "Useful Resources" and the website is bookmarked in that folder.	Bookmark folder is created, but either not named as "Useful Resources" or the website is not bookmarked in that folder.	Only bookmark folder is created	No evidence