

Lab Report

Your Performance

Your Score: 3 of 3 (100%)

Elapsed Time: 2 minutes 25 seconds

Pass Status: Pass

Required Score: 100%

Task Summary

Actions you were required to perform:

- ✓ Compress the D:\Graphics folderHide Details

- + Set the Compressed attribute
- + Apply the changes to all folders and files

- ✓ Hide the D:\Finances folder
- ✓ Set Read-only on filesHide Details

- + Set read-only on 2017report.xlsx
- + Set read-only on 2018report.xlsx
- + Do not set read-only for the 2019report.xlsx file

Explanation

In this lab, your task is to complete the following:

- Compress the **D:\Graphics** folder and all of its contents.
- Hide the **D:\Finances** folder.
- Make the following files Read-only:
 - **D:\Finances\2017report.xlsx**
 - **D:\Finances\2018report.xlsx**

Complete this lab as follows:

1. Compress a folder as follows:
 - a. From the taskbar, open **File Explorer**.
 - b. Maximize the window for easier viewing.
 - c. In the left pane, expand **This PC**.
 - d. Select **Data (D:)**.
 - e. Right-click **Graphics** and select **Properties**.
 - f. On the General tab, select **Advanced**.
 - g. Select **Compress contents to save disk space**.
 - h. Click **OK**.
 - i. Click **OK**.
 - j. Make sure **Apply changes to this folder, subfolders and files** is selected.
 - k. Click **OK**.
2. Hide a folder as follows:
 - a. Right-click **Finances** and select **Properties**.
 - b. Select **Hidden**.
 - c. Click **OK**.
3. Set files to Read-only as follows:
 - a. Double-click **Finances** to view its contents.
 - b. Right-click **2017report.xlsx** and select **Properties**.
 - c. Select **Read-only**.
 - d. Click **OK**.
 - e. Repeat steps 3b–3d for the 2018report.xlsx file.

