

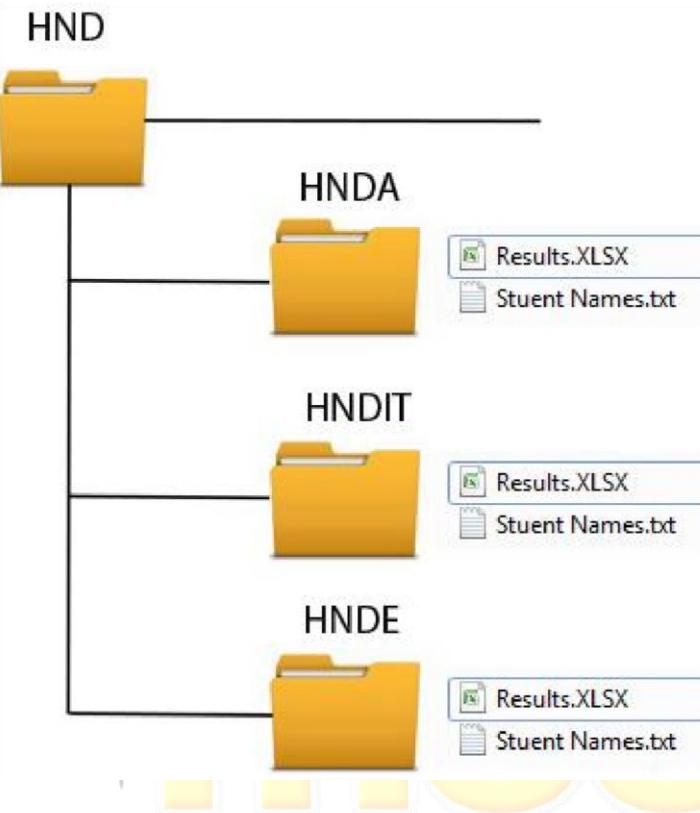


Higher National Diploma in Information Technology IT1102 - Computer Hardware

SLIATE
moodle

Week 2 - Lab Sheet

1. Create following folder structure in your user folder



2. Rename HNDA folder to HNDM
3. Copy Results.XLSX and Student Names.txt from HNDIT folder and past in HND folder
4. Order all the files and folders in HND folder by name
5. Order all the files and folders in HND folder by type
6. Order all the files and folders in HND folder by date
7. Delete HNDE folder
8. Change the icon of HNDIT folder
9. In the desktop create a short cut to results.xlsx file which is in HNDIT folder

1. Check the following specifications in your PC
 - a. Operating system
 - b. Processor speed
 - c. RAM capacity
 - d. Hard disk capacity
2. Personalize the PC as follows
 - a. Add a set of desktop background pictures that change every 10 minutes
 - b. Add recycle bin, this pc and network icons to the desktop
 - c. Remove 'sky drive' tile from start screen
 - d. Make 'desktop' tile large in the start screen
 - e. Turn off live updates from 'bing' tile in the start screen
3. Use the control panel for following
 - a. Uninstall a software
 - b. Change the date format to dd/mm/yyyy
 - c. Install a Sinhala font