

Task 1. Create a new directory

First, you must create a dedicated subdirectory called `logs`, which will be used to store all future log files.

1. Create a new subdirectory called `logs` in the `/home/analyst` directory.

The command to complete this step:

```
mkdir logs
```

2. List the contents of the `/home/analyst` directory to confirm that you've successfully created the new `logs` subdirectory.

The command to complete this step:

```
ls
```

The output should list the original three directories and the new `logs` subdirectory:

```
logs notes reports temp
```

Task 2. Remove a directory

Next, you must remove the temp directory, as you'll no longer be placing items in it.

1. Remove the /home/analyst/temp directory.

The command to complete this step:

```
rmdir temp
```

2. List the contents of the /home/analyst directory to confirm that you have removed the temp subdirectory.

The command to complete this step:

```
ls
```

The temp directory should no longer be listed:

```
logs notes reports
```

Task 3. Move a file

The `Q3patches.txt` file contains notes taken on third-quarter patches and is now in the correct reporting format.

You must move the `Q3patches.txt` file from the `notes` directory to the `reports` directory.

1. Navigate to the `/home/analyst/notes` directory.

The command to complete this step:

```
cd /home/analyst/notes
```

The previous command used the absolute path, you could use the relative path as follows:

```
cd notes
```

2. Move the `Q3patches.txt` file from the `/home/analyst/notes` directory to the `/home/analyst/reports` directory.

The command to complete this step:

```
mv Q3patches.txt /home/analyst/reports/
```

3. List the contents of the `/home/analyst/reports` directory to confirm that you have moved the file successfully.

The command to complete this step:

```
ls /home/analyst/reports
```

When you list the contents of the `reports` directory, it should show that three quarterly report files are now in the `reports` directory:

```
Q1patches.txt Q2patches.txt Q3patches.txt
```

Task 4. Remove a file

Next, you must delete an unused file called `tempnotes.txt` from the `/home/analyst/notes` directory.

1. Remove the `tempnotes.txt` file from the `/home/analyst/notes` directory.

The command to complete this step:

```
rm tempnotes.txt
```

2. List the contents of the `/home/analyst/notes` directory to confirm that you've removed the file successfully.

The command to complete this step:

```
ls
```

No files should be listed in the notes directory.

Task 5. Create a new file

Now, you must create a file named `tasks.txt` in the `/home/analyst/notes` directory that you'll use to document completed tasks.

1. Use the `touch` command to create an empty file called `tasks.txt` in the `/home/analyst/notes` directory.

The command to complete this step:

```
touch tasks.txt
```

2. List the contents of the `/home/analyst/notes` directory to confirm that you have created a new file.

The command to complete this step:

ls

A file called `tasks.txt` should now exist in the `notes` directory:

Tasks.txt

Task 6. Edit a file

Finally, you must use the nano text editor to edit the `tasks.txt` file and add a note describing the tasks you've completed.

1. Using the nano text editor, open the `tasks.txt` file that is located in the `/home/analyst/notes` directory.

The command to complete this step:

nano tasks.txt

Note: This action changes the shell from the normal Bash interface to the nano text editor interface.

2. Copy and paste the following text into the text input area of the nano editor:

Completed tasks

1. Managed file structure in `/home/analyst`
3. Press **CTRL+X** to exit the nano text editor.

This triggers a prompt asking **Save modified buffer?**

4. Press **Y** to confirm that you want to save the new data to your file. (Answering "no" will **discard** changes.)
5. Press **ENTER** to confirm that **File Name to Write** is `tasks.txt`.
6. **Note:** *The recommended sequence of commands for saving a file with the nano text editor is to use **CTRL+O** to tell nano to save the file and then use **CTRL+X** to exit immediately.*
7. *In this web-based lab environment, the **CTRL+O** command is intercepted by your web browser and is interpreted as a request to save the web page. The sequence used here is a commonly used alternative that achieves the same end result.*
8. Use the `clear` command to clear the Bash shell window and remove any traces of the nano text input area.

The command to complete this step:

```
clear
```

Note: *Most Bash shells typically handle the screen cleanup after you exit nano. In this lab environment, nano sometimes leaves some text clutter around the edges of the screen that the `clear` command cleans up for you.*

7. Display the contents of the `tasks.txt` file to confirm that it contains the updated task details.

```
cat tasks.txt
```

This file should now contain the contents of the `tasks.txt` file that you added and saved in previous steps:

Completed tasks

1. Managed file structure in /home/analyst