

CHAPTER 5 ACTIVITY:**BASIC OF COMPUTERS FUNCTIONS OF OPERATING SYSTEM**

Do I Understand Working with Files and Folders?

Directions.

1. Create folders.
 - a. Create a **folder** on your **USB storage device** named **Chapter 5- Activity 1**.
 - b. Open the **folder** and create a **Graphics** folder, a **Library** folder, a **Course** folder, and a **Newsletter** folder.
2. Find and copy files
 - a. Find a **JPG file** on the hard drive. Click the **Start** button. Type ***.jpg** in the search box and press **Enter**.
 - b. Copy **two of the files found** that have a .jpg extension to the **Chapter 5- Activity 1** folder.
3. Create data files in the Chapter 5- Activity 1 folder.
 - a. Create a **Word file** named **ANA Newsletter-January2021**.
 - b. Create an **Excel File** named **Unit 5 Budget-2021**.
 - c. Create a **PowerPoint file** named **Health Habits** for one of your courses.
4. Move files to the **correct folders**. Create any new folders that you believe are needed to complete this step.
5. Rename a file. Rename the **Health Habits** file to **My Nutrition100 Presentation**.
6. Zip the **Chapter 5- Activity 1 folder** and submit to your professor according to the directions provide.