Activity 1 Teacher Guided Activity

- 1. Launch your computer.
- Follow the steps on how to highlight and copy files to another folder, refer to your worktext.
- 3. Do the following:
 - a. Open the D ALL IN folder.
 - b. Group all the files according to the type. See sample preview.
- 4. Create two(2) new folders for the two types.
- Show your work to your teacher after copying all the files for your grades.

Activity 2

Directions:

- 1. Launch Pixie.
- Open and perform Lesson
 Activity 49 Copy Paste.
- Copy the objects and paste them in the boxes provided.
- 4. Save the activity as **Copy Paste**.







