# Worksheet 1: File Management

# Task 1: File types

1. Complete the table using the following file extensions. Some types of file may have more than one possible extension:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **.xls** | **.mov** | **.doc** | **.jpg** | **.png** | **.docx** | **.exe** | **.ppt** | **.accdb** |

|  |  |
| --- | --- |
| **Type of file** | **File extension** |
| A PowerPoint presentation | .ppt |
| An image or photograph | .png .jpg |
| An Access database | .accdb |
| A Word document | .docx .doc |
| An executable file | .exe |
| A video | .mov |
| A spreadsheet | .xls |

# Task 2: File management

1. Describe two ways you can open File Explorer on your computer

Search anything in search  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
\_\_Open search and go to all programs

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Give the shortcut key combinations for the following operations:
   1. Copy \_ ctrl + c\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. Paste \_ctrl +v\_ \_\_\_\_\_\_\_\_\_\_\_\_\_
   3. Save \_\_Ctrl + s\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   4. Undo \_ctrl +z\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   5. Add two more of your own and say what they are used for:  
        
      \_Grow font: ctrl + > \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
        
      \_Shrink font ctrl +\_ < \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. On your computer, create a folder called **Year 7**, and within it, create sub-folders for each of your subjects.
3. (a) Copy the folder named **UCSER Folder Structure** into your own area on the school computer. Imagine that you use this folder to save documents for English, Geography and Computing. You also occasionally save articles and photos that are to go in the school magazine, which you are helping to edit.

(b) Add three more suitably named subfolders in appropriate places to hold Computing Worksheets, Computing homework and magazine articles for the school magazine.

(c) Move the files named Swimming success.doc and School play.doc into the folder for magazine articles.

(d) Rename the file School play.doc, calling it Arabian Nights.doc

(e) Use the Search facility to find the file which, as far as you remember, has UK as part of the title. What is its full name?

\_\_\_\_\_\_\_\_\_\_\_\_The Geography of the uk \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(f) What does the School Magazine folder now contain?

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(g) Draw the folder structure after these amendments, showing folders and subfolders.