**Network Directory Services Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Powershell File Management**

**Instructions**: This hands-on lab is intended to get you to work with and practice common file management tasks using scripts. Please verify with the instructor after each completed step before proceeding onto the next.

**Section 1: Creating directories and files.** Using the ‘new-item’ cmdlet, we will create both.

1. Navigate to your Downloads folder (or one that you have permissions to write in).
2. Create a directory named “psfiles” using: *new-item reports -type directory*
3. Create a file in reports directory named “2017-stockholders-meeting-Q1.txt” using:

*new-item 2017-stockholders-meeting-Q1.txt*

What do you have to add in order to not be prompted every time?

1. Create a file that contains some default text inside of the reports directory named “2017-stockholders-meeting-Q2.txt” using:

*new-item 2017-stockholders-meeting-Q2.txt –type file –value “In Advisory Review”*

What might you do to verify that this command worked?

1. Create a directory named “payroll” inside of the psfiles directory you created in step 2 using an absolute path using new-item. What command did you use?

**Section 2: Copying files.** Using the ‘copy-item’ cmdlet we will accomplish this.

1. Create some test files in the payroll directory: w1-2015.qbwx, w1-2016.qbw, w2-2016.qbw, w3-2016.qbw, w4-2016.qbw, w1-tax-2016.txt, w2-tax-2016.txt, w3-tax-2016.txt
2. Create a copy of w1-2016.qbw including backup in its name:

*copy-item w1-2016.qbw w1-2016-backup.qbw*

Did it work? (Y/N) How can you prove it?

1. Think about organization here. We probably want a cleaner way of organizing this.
2. Create the following directories: workbooks, taxes.
3. Copy all of the files to their respective directories using the wildcard or the asterisk character. Write down the commands you used below:

**Section 3: Removing/Deleting items.** Using ‘remove-item’ we will accomplish this.

1. Locate the file named w1-2015.qbwx and let’s remove it:

*remove-item w1-2015.qbwx*

Note: When working with spaces we have to wrap the file and path in quotes. An example would look like this:

*remove-item “C:\Temp\Odd Files\\*.\*”*

1. Pick a directory and try to delete it using remove-item. Briefly write down the specific commands you typed to complete this task:

**Section 4: Review concepts.** At this point, you should be comfortable using *new-item*, *copy-item*, and *remove-item* to manage files and directories on your system using Powershell. The best way to grow your scripting skills is to keep practicing!