**Exercise 1**

Two students will work together as a group. Student A will be responsible for Windows commands, and Student B will be responsible for Linux commands.

1. **Creating a Directory Structure:**
   * Open the Command Prompt.
   * create a directory called “Work”.
   * Navigate to the newly created directory “Work” using absolute path.
   * Inside Work, create two directories using a single command line: “Reports” and “Logs”.
2. **Creating and Viewing Files:**
   * Navigate to newly created directory “Report” using relative path.
   * In the Reports directory, create a text file. Save file as “report1.txt”.
   * In report1.txt, Type the following text: “2024 September 16 – Completing SLG OPS102 Week 3 - Exercise 1”, save, and exit.
   * Use a command to confirm if the file has been created.
   * Display the contents of the Report1.txt file in the Command Prompt.
3. **Copying Files:**
   * Stay in the “Report” directory, copy report1.txt to the Logs directory and rename it to log1.txt.
4. **Display directory structure:**
   * At the Work directory level, display the whole directory structure, including directories and files.
5. **Cleaning Up:**
   * Delete Log1.txt from the Logs directory.
   * Remove the Work directory with all its subdirectories and files using a single command line. (hints: rmdir or rm with options)

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| **Windows** | **Linux** |
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