

OS Review Exercise 2

Student Name:

Personal Folder on the Server

All work must be stored on the School Server in your personal folder for marking. Work not stored on the server, in your personal folder will not be marked.

Activity	Mark
1. Turn your computer on and store all work in your personal folder.	2
2. Create the following Folders, using your home folder as the “root”	
• English	1
• Computers	1
• Sports	1
• Word	1
3. Create a folder <i>in</i> the Sports Folder called	
• Inter School	1
Create a folder <i>in</i> the Word Folder called	
• Step By Step	1
4. Use a Text Editor, such as DOS Edit or Windows Notepad, to create a file containing the following lines.	
Jingle Bells, Medals swell	1
Christmas on the Run	
Save the file as CHRISTMAS.TXT in the <i>Inter School</i> folder. Exit the editor	1
Use a Text Editor, such as DOS Edit or Windows Notepad, to create a file containing the following lines.	
‘Oi au ‘a e monu	1
Save the file as SONGS.TXT in the <i>Inter School</i> folder. Exit the editor	1
5. Use a Text Editor, such as DOS Edit or Windows Notepad, to create a file containing the following lines.	
A mind is a terrible thing to waste	1
Save the file as QUERY.TXT in the <i>Access</i> folder. Exit the editor	1
6. Start Microsoft Word and create a new document with the following first line:	
Beam me up Scottie	1
Save the file as Starting Slowly in the <i>Word</i> folder. Exit Microsoft Word	1
7. Copy SONGS.TXT to the <i>Computers</i> folder	1
8. Rename STARTING SLOWLY to Scottie – A Message	1

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You have completed the Assessment Tasks. Close all files and shutdown your computer.