

# OS Review Exercise 1

Student Name: .....

This exercise is taken from the 1998 PSSC Computer Studies CAT 1.

## 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
<b>Section 1</b>	
1. Turn your computer on and store all work in your personal folder.	2
2. Use a Text Editor, such as DOS Edit or Windows Notepad, to create a file containing the following questions and your answers to the questions. <ul style="list-style-type: none"><li>Type the following question: <b>What are two advantages of using directories (folders) to organise your files ?</b></li><li>On the next line(s) type your answer to the question</li><li>Type the following statement and fill in the blank with the correct term chosen from this list: <i>Database, spreadsheet, word-processor, desktop publishing</i> <b>The computer application which uses a table of rows and columns to store data so that calculations can be carried out quickly and repetitively is called a _____</b></li></ul>	1 1 1 1
Save the file as QUEST.TXT in your personal folder. Exit the editor	1
3. Use the Text Editor to create a file containing the following statement <b>SAMPLE.TXT is the name of this file</b>	1
Save the file as SAMPLE.TXT in the root of your personal folder. Exit the editor	2
4. Use the Text Editor to edit SAMPLE.TXT. Change the statement to read as follows: <b>EXAMPLE.TXT will be the name of this file</b>	1
Save the file as EXAMPLE.TXT in the root of your personal folder. Exit the editor	2
5. In your Folder, create a directory (folder) called FILES	1
6. Copy EXAMPLE.TXT to the FILES directory (folder)	2
7. Create another directory (folder) called DOCS	1
8. Move SAMPLE.TXT to the DOCS directory (folder)	2
9. Rename QUEST.TXT to ANSWER.TXT	1

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