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Office - Introduction

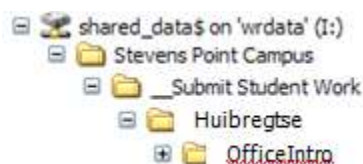
File Management Worksheet

Before beginning this assignment, complete the following steps. These steps are necessary to prevent errors when submitting this assignment electronically.

1. Open Computer (Windows Explorer). Press the Alt key to display the menu
2. Choose View ► Large Icons from the menu.
(alternatively you could choose List or Detail, but avoid the other options for now)
3. Choose Organize ► Folder and Search Options from the menu bar.
4. Click the View tab.
5. Click the Apply to Folders button.
6. Click the Yes button in the dialog box that appears.
(This instructs Windows to display all folders using the icon size you selected in #2)
7. Click the OK button in the Folder Options dialog box.
8. Close the Windows Explorer window.

Exercise 1

1. Create a folder on your Desktop called ***Your Last Name - Exercise 1.***
2. **Copy** a fresh set of the student files into this folder (see last page to learn how).
3. Rename the file Sales.wks to Preliminary Sales Summary (keep the existing extension).
4. Create a new folder called **Spreadsheets**
5. Move the files **ParkCost**, **Budget2001**, **Budget2002**, and **Preliminary Sales Summary** (or **Sales**) to the Spreadsheets folder.
6. Create a folder called **Park Project**.
7. Move the files **Proposal**, **Members**, **Tools**, **Logo**, and **New Logo** to the Park Project folder.
8. Move the **ParkCost** file from the Spreadsheets folder to the Park Project folder.
9. Delete the file called **Travel**.
10. Arrange the files by name.
11. Switch to Details View and answer the following questions:
 - a. What is the largest file in the Park Project folder? _____
 - b. What is the newest file (Date modified) in the Spreadsheets folder? _____
 - c. How many **files** are in the Exercise 1 folder (not subfolders)? _____
 - d. How are the Minutes and Resume icons different? _____
 - e. What is the **file** with the most recent date in the entire Exercise 1 folder? _____
12. Copy the entire Exercise 1 folder to the I: drive, _Submit Student Work, Huibregtse, OfficeIntro folder.

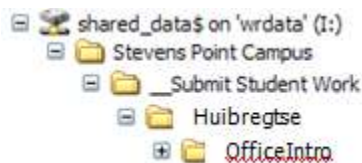


Exercise 2

1. Create a new folder on your H: drive called ***Your Last Name - Exercise 2.***
2. [Copy](#) a fresh set of the student files into this folder (see last page to learn how).

Using the Exercise 2 folder:

3. Create three folders: **Documents**, **Budgets**, and **Graphics**.
4. Move the files **Interior**, **Exterior**, **Logo**, and **NewLogo** to the Graphics folder.
5. Move the files **Travel**, **Members** and **Minutes** to the Documents folder.
6. Move **Budget2001** and **Budget2002** to the Budgets folder.
7. Arrange the files by name.
8. Switch to Details View and answer the following questions.
 - a. What is the largest file in the Documents folder? _____
 - b. How many Word / WordPad documents are in the Exercise 2 folder? _____
 - c. What is the newest (Date modified) **file** in the Exercise 2 folder (do not check subfolders)? _____
 - d. What are the names of the files in all folders (including Exercise 2 and all subfolders) that are 5KB in size? _____
 - e. How many files in the Documents folder have the extension WKS? _____
 - f. Do all the files in the Graphics folder have the same icon? _____
9. Copy the entire Exercise 2 folder to the I: drive,
_Submit Student Work, Huibregtse, OfficeIntro folder.



Exercise 3

1. Create a new folder on your H: drive called ***Your Last Name – Exercise 3***.
2. [Copy](#) a fresh set of the student files into this folder (see last page to learn how).

Using the Exercise 3 folder :

3. Create a new folder called **Backups**.
4. **Copy Minutes.wps, Members.wdb and Travel.wps** to the backup folder.
5. Delete the **Sample Text** file.

Can you restore this file? Yes No

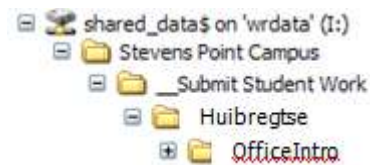
Why or why not?

6. Delete the Travel.wps file in the Exercise 3 folder.

Can you restore this file? Yes No

Why or why not?

7. Copy the entire Exercise 3 folder to the _Submit Student Work Folder.



Exercise 4

1. Create a new folder on your H: drive called ***Your Last Name – Exercise 4***.
2. [Copy](#) a fresh set of the student files into this folder (see last page to learn how).

Using the Exercise 4 folder :

3. Create the four (sub)folders shown below. Folder names are bold faced.
Your folders and files do not need to appear on the screen like those below, just be sure the right files are in the folders shown.



Yellowstone Park

Parkcost
Resume
Tools



Recreation

Exterior
Interior
Opus 27
Travel



Logos

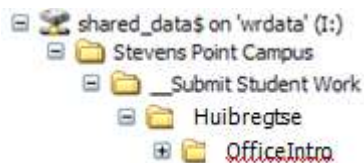
Logo
Newlogo



Personal

Resume
Travel

4. Rearrange the files on the disk placing them in folders as shown above (file names are below the folder names).
5. Delete any files or folders not shown above (from the Exercise 4 folder).
6. Copy the entire Exercise 4 folder to the _Submit Student Work Folder.




Exercise 5

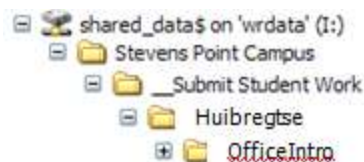
Most of you are probably taking more than one class this semester (if you're not, pretend you are). Assuming you want to organize all your work, how would you organize your H: drive files (into folders and subfolders)?

Draw a sketch of the organization similar to what Windows Explorer would display (folders & subfolders). Your organization must include at least one subfolder.

Exercise 6

Opening, Saving and Printing Documents

1. Describe the difference between **Save** and **Save As**.
2. Open the Windows Paint program. Open the Print dialog box. What print options are available? Briefly describe what you think each does.
3. Describe the difference between printing in **portrait** and **landscape orientation**. (Use Help if necessary).
4. From the Paint File menu , choose Properties. Set both the **Width** and **Height** attributes to 300 **pixels**.
5. Draw a simple stick figure of a house with a door and **one** window. You don't need to worry about color--you probably won't be printing in color anyway.
Tip: Use the Shapes in addition to the Brush tool to draw your house.
6. Using Paint's Save As dialog box, create a new **folder** on your H: drive labeled **Your Last Name-House Pictures**. Save the picture of the house into the **House Pictures** folder, with the name **One Window House**. To conserve disk space, save the file in JPG format (file type).
7. Add a second window to the house. Save the new version of the house in the **House Pictures** folder with the name **Two Window House**.
8. Choose File, New from the Paint menu.
9. Open the file **Two Window House**.
10. Print the **Two Window House** file in **landscape orientation**.
11. Attach the printout to the end of these worksheets.
12. Close Paint.
13. Copy the House Pictures folder to the _Submit Student Work folder.



Copying Student Files

1. Use your browser to access the course web site (or just [click here](http://www.hubrex.com/MSTC/Courses/Office_Intro/OfficeIntro.html)).
(http://www.hubrex.com/MSTC/Courses/Office_Intro/OfficeIntro.html)
2. Scroll down to locate the Student Files link (Class session 1 Assignments box).
3. Click the Student Files link.
4. Click the Run button
5. Another Run button will appear—click it.
6. A warning dialog box (Self-Extractor Not Licensed) may appear. If it does, click the OK button to make it disappear.
7. If the *Unzip to folder* box does not contain the name of the folder you want the files copied to: (if it does, skip these steps)
 - a. Click the Browse button
 - b. In the Browse for Folder dialog box, locate the folder you want to store the files in.
 - i. Click the + next to the appropriate drive
 - ii. Click the + next to the appropriate folder(s) until the folder you're looking for is visible.
 - iii. Click the folder so that it is highlighted (probably in blue)
 - c. Click the OK button
 - d. The folder name should appear in the *Unzip to Folder* box.
8. Click the Unzip button.
9. The files should copy very quickly.
10. When the copying is complete, click the OK button and the Close button.

