**File Management Activity #2**

1. Download ‘MyClassExercises’ folder to your desktop. The folder should contain 17 files.

2. Create 2 subfolders branching off the MyClassExercises folder. Name one folder Day7 and name the other folder Day8

3. Move all files to MyClassExercises

4. Rename LOGO to CPT Logo

5. Delete NEWLOGO

6. Copy all files that end in wps to MyClassExercise/Day 8

7. Copy all .wks files to MyClassExercise/Day 7

8. Make a copy Sales.wks within the MyClassExercise/Day7 subfolder. What is the copied name of the file? \_SALES - Copy.WKS\_ What is the date modified 2020-01-22 2:14pm\_\_\_\_\_\_

9. How many files are in MyClassExercise/Day8? \_\_\_2\_\_\_\_\_\_\_\_\_\_\_ How many bytes are in MyClassExercise/Day8? \_\_8,704\_\_\_\_\_\_\_\_\_\_\_\_

10. How many files are in MyClassExercise/Day7? \_\_\_6\_\_\_\_\_\_\_\_\_\_\_ How many bytes are in MyClassExercise/Day7? \_\_\_\_\_\_\_\_19,614\_\_\_\_\_\_

11. What is the drive letter of your storage device? \_\_\_Drive C:\_\_\_\_\_\_\_\_\_\_\_

12. How much space is used on your storage device? \_\_45.3 GB\_\_\_\_\_\_\_\_\_\_\_\_

13. How much space is free? \_\_\_\_\_430 GB\_\_\_\_\_\_\_\_\_

14. Find these files using the Search or Find Files function

15. Use the MyClassExercise folder to explore different views available from View on the main menu. End up with View Details

* Sort by file size, descending order. What file is listed first? \_Exterior\_\_\_\_\_\_\_\_\_\_\_\_\_
* Sort by name, ascending order. What file is listed first? \_Budget98.wks\_\_\_\_\_\_\_\_\_\_\_\_\_
* Sort by modified date, ascending order. What file is listed first? 2020-01-22 2:14pm\_\_\_\_
* Sort by type, descending order. What file is listed first? \_\_2020-01-22 2:21pm\_\_\_\_\_

16. Display file extensions

* Use My Computer Help to determine how to display file extensions in the Name column when you are in details view
* What is the file extension for EXTERIOR? \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* What is the file extension for OPUS27? \_\_\_\_\_\_\_\_\_\_\_\_\_\_