



European Computer Driving Licence

Module 2 – Using the Computer and Managing Files

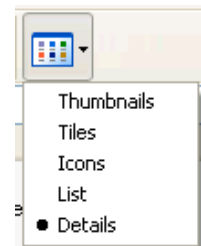
Worksheet 2 : File Attributes

1. Match the following extensions with the type of file by writing down the letter in the appropriate place:

A	.xls		Animated picture
B	.doc		A compressed file
C	.jpg		A rich text format file
D	.html		A word processing document
E	.mp3		A power point file
F	.gif		A temporary file
G	.zip		An internet file
H	.ppt		A picture file
I	.rtf		A spreadsheet file
J	.tmp		A music / sound file

2. **Open** the folder **FILE TYPES** located in **Module 2 Samples** folder.

3. How **many files** are there in this folder including any files in any subfolders?



4. Mark the file named **france** as **Read Only**.

5. **Sort** the files by their **size**.

6. Write down the size of the smallest file in the folder

7. Write down the name of the **oldest** file in this folder

8. Locate the file whose size is **54 KB** and **rename** it as **Computer.jpg**

9. **Rename** the subfolder **FOLDER 1** as **MEMOS**.

10. **Delete** the folder **FOLDER 2**.

11. Insert a **new** folder and name it **MYFOLDER**.

12. Empty the **Recycle Bin**.