

## Files and Folders Practice Task

This is an example of a practice proficiency task. Practice until you can complete this task in 30 minutes.

When you are finished, carefully check your answers against those located in your study materials at <http://didljumpstart.com>, resolving any discrepancies.

**Remember, double clicking on a file opens it. Do not double click on the file when you select it.**

1. On the C: drive, locate any file that begins with auto. Record the full path name of one of the files below:  

---
2. Create a folder in the root directory of your C: drive or your Testing USB drive and name it Windemo.
3. Create a folder inside the Windemo folder and name it Task.
4. Copy the file you located above to the Task folder.
5. Using *Word*, print the **active window** showing the contents of the Task folder. When you open *Word*, type **Printout 1**, your name on the next line, and then paste the graphic that shows the picture of the screen. Be sure to size the picture of the screen so that **all of it** prints. Make sure the file extensions shows and that all of the folders in the path show. Save the document to your Task folder, naming it ffpracticetask\_printout1. Print it to compare to answers.
6. Determine how much free space is on the C: drive and print the **entire screen**. When you open *Word*, type **Printout 2**, your name on the next line, and then paste the graphic that shows the picture of the screen. Be sure to size the picture of the screen so that **all of it** prints. Type the amount of free space available below the picture. Save the document to your Task folder, naming it ffpracticetask\_printout2. Print it to compare to answers.
7. Locate the Help Screen that describes how to rename a file or folder. You may have to look under the topic, "How to work with files or folders." Print the **active window** showing this screen. When you open *Word*, type **Printout 3**, your name on the next line, and then paste the graphic that shows the picture of the screen. Be sure to size the picture of the screen so that **all of it** prints. Save the document to your Task folder, naming it ffpracticetask\_printout3. Print it to compare to answers.
8. Delete your Windemo folder.