File Management Proficiency Task

Version 01

To show that you have accomplished each skill, at various points during the task you will utilize "print screen" and *Wordpad* create a file. At the end of the task you will upload these files to the task page. You will be instructed to begin each file name with "username." Use **your login name** for this portion of the filename so your files can be distinguished from others. Remember the program appends the file extension, so select the file extension from the types available in the program.

- Be sure to size the picture of the screen so that **all of it** shows on one page.
- Make sure the file extensions show and that the full path name of your folders show as well.

The files for this task are located on your Testing USB drive. This drive will be referred to in this task as X: even though the actual drive letter for your Testing USB drive will be different on your computer.

You will have 30 minutes to accomplish this task.

1. Create a folder on your Testing USB drive in the root directory and name the folder **FMV01Task**.

2. In this new FMV01Task folder, create another folder and name it **Test1**.

3. Copy the file, X:\DIDL\ResourceFiles\EC\Prof **computer.gif** to the **Test1** folder.

   File 1

4. With the contents of the **Test1** folder showing, print the **active window** from *Wordpad*. Type in your name at the top of the page, **Printout 1** underneath your name, and Version 01 underneath it. Save this document to your **FMV01Task** folder, naming it username_fm_file1.rtf. This printout will prove you have created these folders and copied the file.

5. Rename the file, **computer.gif** in test1 folder to **comp.gif**.

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File 2

6. With the contents of the **Test1** folder showing, print the **active window** from *Wordpad*. Type in your name at the top of the page, **Printout 2** underneath your name, and Version 01underneath it. Save this document to your **FMV01Task** folder, naming it username_fm_file2.rtf.This printout will prove you have renamed the file.

7. Delete the **Test1** folder.

File 3

8. With the contents of the **FMV01Task** folder showing, print the **entire screen** from *Wordpad*. Type in your name at the top of the page, **Printout 3** underneath your name, and Version 01 underneath it. Save this document to your **FMV01Task** folder, naming it username_fm_file3.rtf. This printout will prove you have deleted the folder.

9. Upload the files, username_fm_file1.rtf, username_fm_file2.rtf, and username_fm_file3.rtf to the page and then submit the email.