Files and Folders Task

Version 17

You will have 30 minutes to accomplish this task.

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

You will use “print screen” and ***Word*** to create files that you will upload.

- 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.

1. Create a folder on your Testing USB drive in the root directory and name the folder **FMV17Task**.

2. In this new FMV17Task folder, create another folder and name it **MyTest**.

3. Copy the file, X:\DIDL\ECmaterials\proftest**scan0001.pdf** to the **MyTest** folder.

File 1

4. With the contents of the **MyTest** folder showing, print the **active window** from *Word*. Type in your name at the top of the page, **Printout 1** underneath your name, and Version 17 underneath it.

5. Save this document to your **FMV17Task** folder, naming it fm17_file1. This printout will prove you have created these folders and copied the file.

6. Rename the file, **scan001.pdf** in MyTest folder to **scan.pdf**.

File 2

7. With the contents of the **MyTest** folder showing, print the **active window** from *Word*. Type in your name at the top of the page, **Printout 2** underneath your name, and Version 17 underneath it.

8. Save this document to your **FMV17Task** folder, naming it fm17_file2. This printout will prove you have renamed the file.

9. Delete the **MyTest** folder.

File 3

10. With the contents of the **FMV17Task** folder showing, print the **entire screen** from *Word*. Type in your name at the top of the page, **Printout 3** underneath your name, and Version 17 underneath it.

11. Save this document to your **FMV17Task** folder, naming it fm17_file3. This printout will prove you have deleted the folder.

12. Upload your 3 files. **Your files must be named EXACTLY as specified.**