

Files and Folders Task

Version 20

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 **FM20Task**.
 2. In this new FMV20Task folder, create another folder and name it **mybook**.
 3. Display the Windows Help screen that describes **keyboard shortcuts**.

File 1

4. With this Help screen showing, print the **entire screen** from *Word*. Type in your name at the top of the page, **Printout 1** underneath your name, and Version 20 underneath it.
5. Save this document to your **FMV20Task** folder, naming it fm20_file1. This printout will prove your ability to locate a particular Windows Help screen.
6. On the Testing USB drive, find the file, **Evaltemp.rtf**

File 2

7. From *Word* and type your name at the top of a new page, **Printout 2** underneath your name, Version 20 underneath your name, and type the full path name to Evaltemp.rtf below that.
8. Save this document to your **FMV20Task** folder, naming it fm20_file2.
9. Copy the file, **Evaltemp.rtf** to the **mybook** folder.

File 3

10. With the contents of the **mybook** folder showing, print the **active window** from *Word*. Type in your name at the top of the page, **Printout 3** underneath your name, and Version 20 underneath it.
11. Save this document to your **FMV20Task** folder, naming it fm20_file3. This printout will prove that you have created the folders, located the file, and copied the file.
12. Delete the **mybook** folder.

File 4

13. With the contents of the **FMV20Task** folder showing, print the **active window** from *Word*. Type in your name at the top of the page, **Printout 4** underneath your name, and Version 20 underneath it.
14. Save this document to your **FMV20Task** folder, naming it fm20_file4. This printout will prove that you have deleted the folder.
15. Upload your 4 files.