

File Management Practice Task

This is an example of a practice proficiency task.

Practice until you can complete this task in 15 minutes.

When completed, carefully check your answers against those located in your student resources on <http://www.empconcepts.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 on your C: drive in the root directory 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 *Wordpad*, print the **active window** showing the contents of the Windemo folder. When you open *Wordpad*, 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.
6. Determine how much free space is on the C: drive and print the **entire screen**. When you open *Wordpad*, type **Printout 2**, your name on the next line, and then paste the graphic that shows the picture of the screen. After printing take a pen or pencil and circle the amount of free space on this printout. Be sure to size the picture of the screen so that **all of it** prints.
7. Locate the Help Screen that describes how to copy a file or folder. Print the **active window** showing this screen. When you open *Wordpad*, 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.
8. Staple your printouts in the following order:
 1. This page
 2. Printout 1
 3. Printout 2
 4. Printout 3