

Files and Folders Practice Exercises

The practice exercises are designed to provide practice for all of the required skills. In each exercise, you will produce printouts to prove you have accomplished a task. After completing the exercise, carefully compare the printouts you created in the exercise to the practice exercise answers located in your study materials on <http://didljumpstart.com>, resolving any discrepancies. Use the following **review notes** to print the screen:

Tap PRTSC Key (entire screen) or **ALT + PrtSC Key** (active window)

Open a word processor

Type your Name and Printout Number

Paste the picture of your screen (Edit > Paste)

Print or save the page (File > Print or Save)

Files and Folders Practice Exercise 1

This first exercise will direct you to use WordPad for practice using this free word processor. However the second exercise, the practice task, and the certification task will direct you to use Word because of the file sizes. WordPad creates very large files with a file extension of .rtf as a default and the files created by Word are smaller.

Printout 1

- Locate the Windows help screen for *Screenshots* or *Screen shots* that describes how to take a picture of what is on your computer screen.

What do you press to make a copy of the entire screen?

What do you press to make a copy of the active window?

- Print just the **active window** for this help screen utilizing WordPad. ****Note:** Before you paste, type: Your name and **Printout 1**.
- Create a folder in the root directory of a storage device of your choice and name it *WinGroup*.
- Create a document in WordPad that contains your name and address and save it in the *WinGroup* folder, naming the document *file01*. WordPad appends the file extension .rtf.

Printout 2

- Practice sizing, moving, maximizing and minimizing a window.
- Rename *file01.rtf* to *file02.rtf*.
- Create a folder in *WinGroup* and name it *TestFolder*.
- Move *file02.rtf* to *TestFolder*.
- Rename *TestFolder* to *Sample*.
- Using File Management, open a window showing the contents of *WinGroup*.
- Open another window that shows the contents of *Sample* (You will have two windows open now. Make sure file extensions show where applicable.)
- Size the windows so that you see the contents of both on the screen. Make sure you can see all of the folders in the full path in both open windows.
- Print the **entire screen** utilizing WordPad, typing your name and **Printout 2** on the page before you paste, and sizing the graphic so that it will fit on one page.

Printout 3

- On the C: drive, find the file, system.ini. There may be more than one of these files or because this is a system file, you may or may not be able to locate it. If you cannot locate it using advanced search, see if you can find any file that starts with system or sys and ends with anything else.
- Record the full path name(s) for system.ini.

- Just by looking at a directory listing, how can you tell the difference between a file and a folder? Record your answer here.

- Practice selecting multiple files, including non-adjacent files.
- Print the **active window** showing the amount of free space available on the C: drive. Before you paste, type your name and **Printout 3** on the page. Under the picture, type the amount of free space.

Printout 4

- Delete the *Sample* folder.
- Find all files on the C: that have a file extension of exe. (This may take a long time.)

Files and Folders Exercise 3

- What did you use for the search criteria? _____
- Make sure the file extensions are showing.
- Print the **entire screen** utilizing WordPad **Note: Before you paste, type your name and **Printout 4** on the page.
- Below the picture, type the number of items your search produced.