Files and Folders Task

Version 18

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 **FMV18Task**.

2. In this new FMV18Task folder, create another folder and name it **wintask**.

3. From the folder X:\DIDL\ECfiles, copy the **scan1.jpg** and place the copy in the **wintask** folder.

4. From the folder X:\DIDL\ResourceFiles\EC, copy the **xml.docx** and place the copy in the **wintask** folder.

File 1

5. With the contents of the **wintask** 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 18 underneath it.

6. Save this document to your **FMV18Task** folder, naming it fm18_file1. This printout will prove you have created these folders and copied the file.

7. Delete your **wintask** folder.

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File 2

8. With the contents of the **FMV18Task** folder showing, print the **entire screen** from *Word.* Type in your name at the top of the page, **Printout 2** underneath your name, and Version 18 underneath it.

9. Save this document to your **FMV18Task** folder, naming it fm18_file2. This printout will prove you have deleted the folder.

File 3

10. Determine how much free space is on your Testing USB drive. Print the **active window** from *Word* showing the amount of free space. Type in your name at the top of the page, **Printout 3** underneath your name, and Version 18 underneath it. Type the amount of free space underneath the active window.

11. Save this document to your **FMV18Task** folder, naming it fm18_file3.

12. Upload your 3 files.