File and Folders Task

Version 13

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 **FMV13Task**.

2. On your Testing USB drive, find the file, **web.dat.**

File 1

3. Open *Word* and type your name at the top of the page, **Printout 1** underneath your name, Version 13 underneath it, and type the full path name to web.dat below that.

4. Save this document to your **FMV13Task** folder, naming it fm13_file1.

5. In this new FMV13Task folder, create another folder and name it **testfold**.

6. Copy the file, **web.dat** to the **testfold** folder.

File 2

7. With the contents of the **testfold** folder showing, print the **active window** from *Word*. Type in your name at the top of the page, **Printout 2** below your name, and Version 13 underneath it.

8. Save this document to your **FMV13Task** folder, naming it fm13_file2. This printout will prove that you have created the folders, located the file, and copied the file.

9. Delete your **testfold** folder.

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File 3

10. With the contents of the **FMV13Task** folder showing, print the **entire screen** from *Word*. Type in your name at the top of the page, **Printout 3** below your name, and Version 13 underneath it.

11. Save this document to your **FMV13Task** folder, naming it fm13_file3. This printout will prove that you have deleted the folder.

12. Upload your 3 files.