

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).

For this exercise, use Word as your word processor.

Files and Folders Practice Exercise 2

The files for this exercise located on your Testing USB drive. This drive will be referred to in this exercise as X: even though the actual drive letter for your Testing USB drive will be different on your computer.

Printout 1

Locate the Windows Help screen that tells you how to create a new folder. Print the **active window** for this Help screen.

Instructions to help you with Printout 1 - Open Word. Type your name and **Printout 1** on the top left-hand side of this document. Paste the graphic from the clipboard. Make sure you size the graphic so that it fits within the margins of the page. This printout will prove that you know how to locate a particular Help screen.

Printout 2

Create a folder in the root directory of your Testing USB drive and name the folder, *Grades*. Make a copy of the **Grades.xls** file from X:\DIDL\ResourceFiles\EC\Task and place this copy in your *Grades* folder. Make sure you do not move the file so that there is a **Grades.xls** file in both your **Grades** folder and the X:\DIDL\ResourceFiles\EC\Task folder.



Files and Folders Exercise 2

Using Search, locate any file that begins with an x and ends with a .dll on the C: drive. There will probably be more than one file. **Copy one** of these files, and then **paste** it to your new *Grades* folder. Print the **entire screen** that shows the contents of your folder, *Grades*. (Make sure the file extensions show.)

Instructions to help you with Printout 2 - Open Word. Type your name and **Printout 2** on the top left-hand side of this document. Paste the graphic. Make sure you size the graphic to fit on the page. This printout will show that you can create a folder, use wild card characters in a search, copy a file, and download a file from the Internet.

Printout 3

Delete the file that starts with an x and ends with .dll from the *Grades* Folder. Print the **entire screen** that shows the contents of your *Grades* folder.

Instructions to help you with Printout 3 - Open Word. Write your name and **Printout 3** on the top left-hand side of this document. Paste the graphic. Make sure you size the graphic to fit on the page. This printout will show that you can delete a file.

Printout 4

Print the **active window** from Word showing the amount of free space on a flash drive, your hard drive, a network drive, or any other storage device of your choice. **Type the amount of free space under the picture of the screen.**

Instructions to help you with Printout 4 - Open Word. Write your name and **Printout 4** on the top left-hand side of this document. Paste the graphic. Make sure you size the graphic to fit on the page. This printout will show that you understand how to locate the amount of free space on a disk.