

File Management Using Windows

Hands-On Activities

Note: Storage media can be a diskette or USB drive

Activity 1: Startup your computer

1. Insert your storage media into the system unit.
2. Open Windows Explorer.
3. Use the properties of the storage media to make your last name the label.
4. Scan the storage media for errors
5. Capture the screen with the scanning results, paste it into Word and print it.
Use the computer to add your name and class hour before printing the screen.

Activity 2: Use your storage media.

1. Create a file folder with your last name on the storage media.
2. Create a file folder named Grades on the storage media.
3. Move all the files starting with "Grade" to the Grades file folder.
4. Copy all the graphs to the Grade file folder.
5. Create a Desktop shortcut to the Grades folder.
6. Open the Grades file folder.
7. Rename graph-a.bmp to mygraph.bmp.
8. Delete graph-b.bmp and graph-d.bmp at the same time.
9. Close Windows Explorer.
10. Double-click on shortcut to the Grades folder found on the desktop.
11. Make sure the shortcut to the Grades folder is visible on the screen.
12. Capture the screen, paste it into Word and print it. Use the computer to add your name and class hour before printing the screen.
13. Close the window displaying the contents of the Grades folder.

Activity 3: Use you data disk.

1. Remove the shortcut to the Grades folder from the Desktop.
2. Empty Recycle Bin.
3. Open Windows Explorer.
4. Create a file folder named Correspondence on your storage media.
5. Within the Correspondence folder create two new file folders:
 - a. Name the first folder letters.
 - b. Name the second folder memos.
6. Move all the letters to the letters folder.
7. Copy all the memos to the memos folder.
8. Display the contents of the memos folder.
9. Organize the files in the memos folder by size (smallest to largest).
10. Capture the screen, paste it into Word and print it. Use the computer to add your name and class hour before printing the screen.
11. Close Windows Explorer.
12. Shut down Windows.

