

Folders and File Management Exercise 4



Manage folders and files

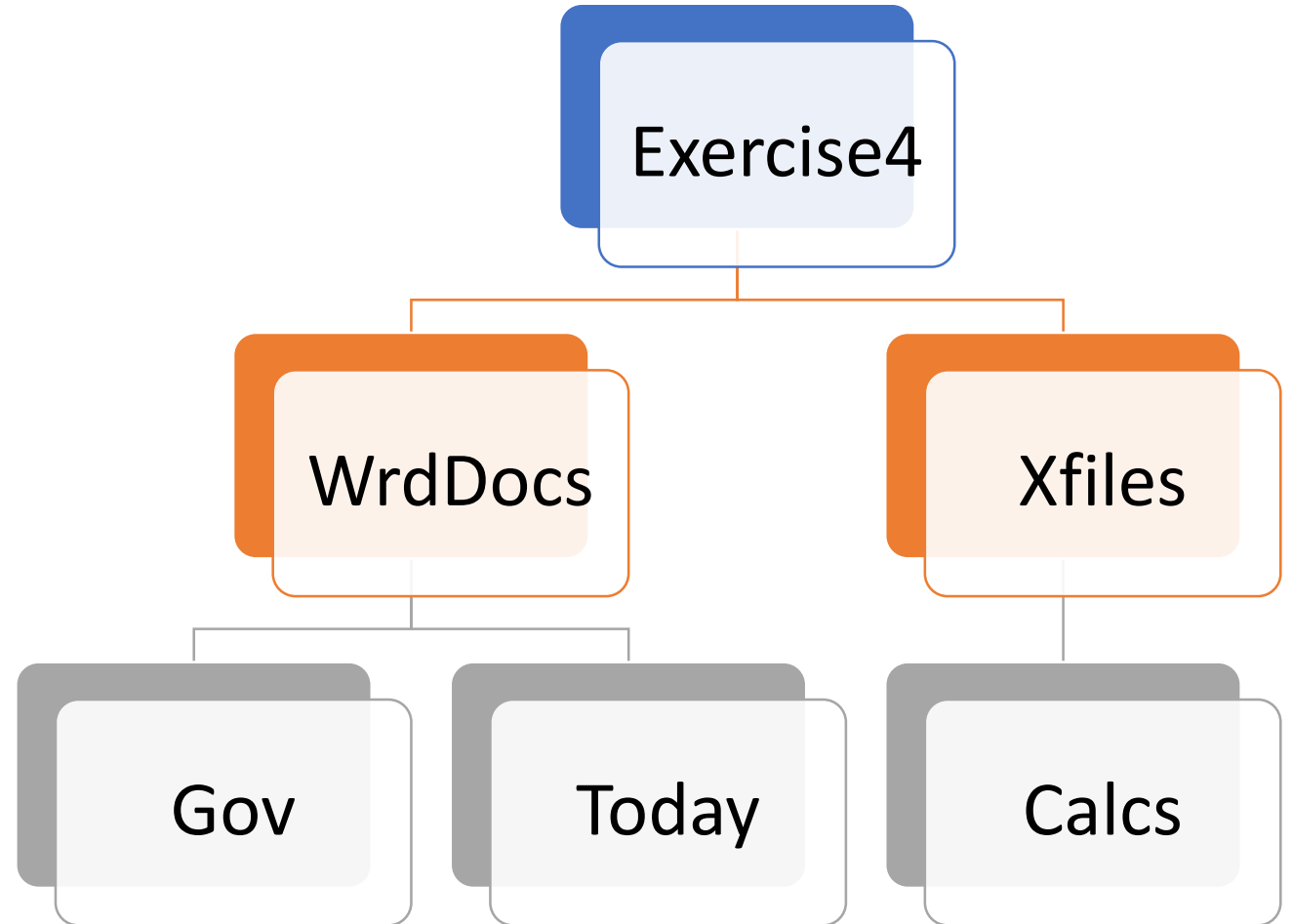
Part One - Folders

Create the folder structure as shown within your floppy disk / removable disk

Exercise 4 folder with WrdDocs and Xfiles contained therein.

Within the WrdDocs folder, create two folders: Gov and Today

Within the Xfiles folder, create one folder named: Calcs



Manage Folders and Files

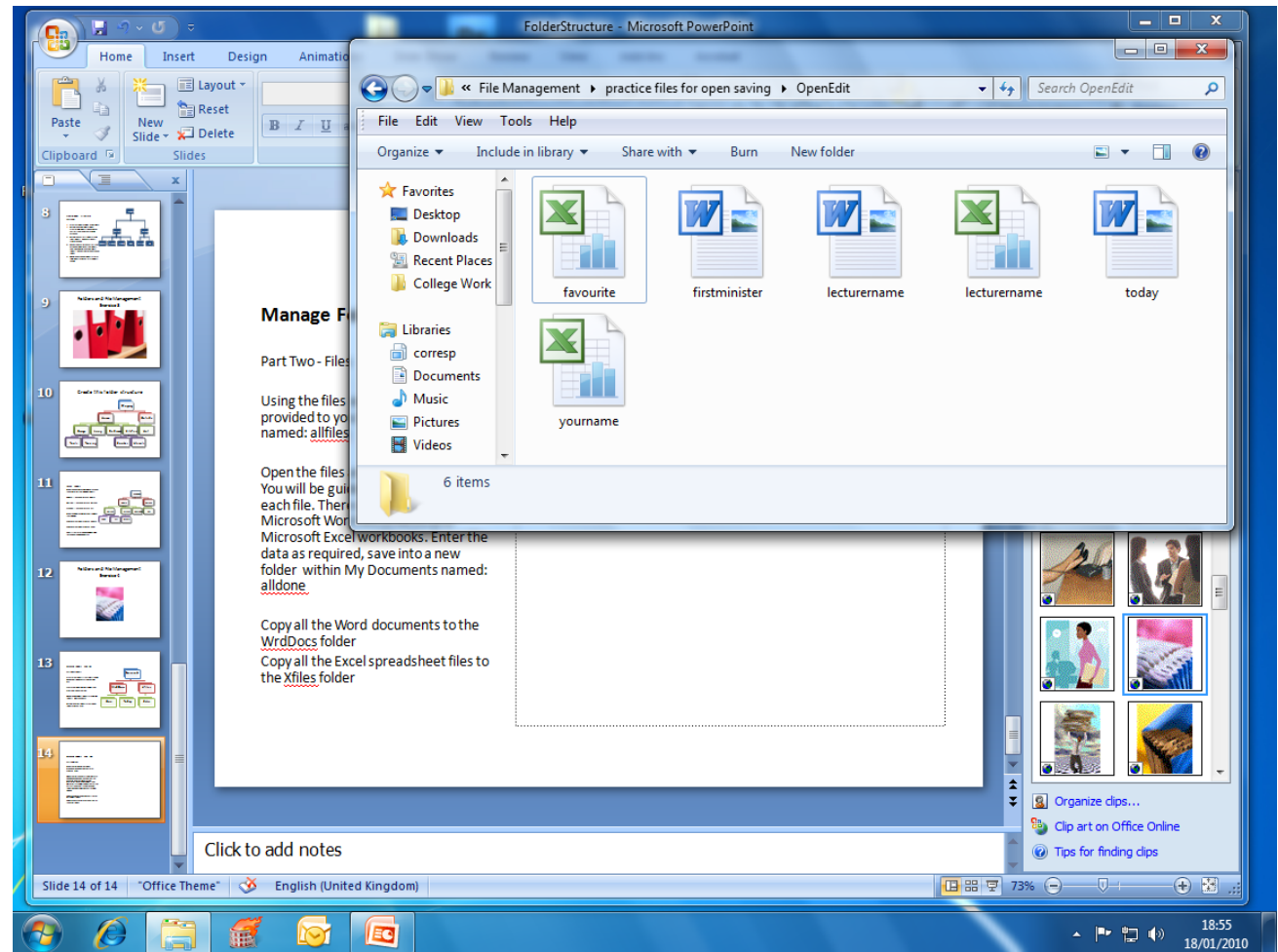
Part Two - Files

Using the files within the folder provided to you by your lecturer named: allfiles

Open the files and edit as appropriate. You will be guided by the contents of each file. There is a mixture of Microsoft Word documents and Microsoft Excel workbooks. Enter the data as required, save into a new folder within My Documents named: alldone

Copy all the Word documents to the WrdDocs folder on your floppy / removable disc

Copy all the Excel spreadsheet files to the Xfiles folder also on your floppy / removable disc



File Management

Part Three – File Management

Move the today.doc (Word document file) into the Today folder

Rename the Calcs folder within the Xfiles folder to now read: favsheet

Move the favourite.xls (Excel Workbook / spreadsheet file) into the favsheet folder

Move the firstminister.doc (Word document file) into the Gov folder located within the WrdDocs folder



File Management

Part Four – completion

You will now be asked to:

1. Delete all files within the alldone folder within My Documents except for the file named: yourname
2. The alldone folder which now contains just one file (the yourname file), needs to be moved into the favsheet folder within the Xfiles folder

