

Folders and File Management

Exercise 1



Create the folder structure

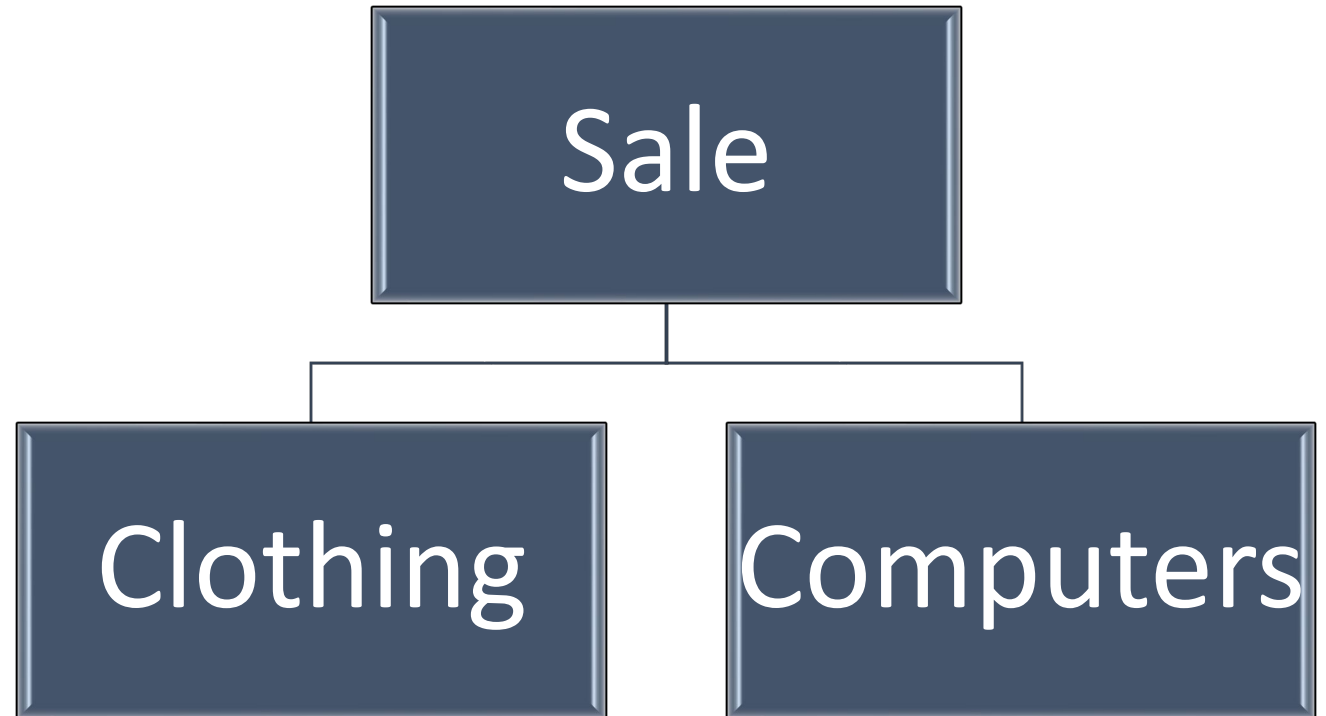
Firstly, locate the placement – always click on the place you require an action to take place

Create a New Folder by Clicking on:
File > New > Folder

Name the folder when the 'New Folder' name is selected, just by typing the required name for the new folder

Use the 'Folders' button on the toolbar for viewing a full list of folders contained on your computer. This is shown in the Folders pane on the left of your window

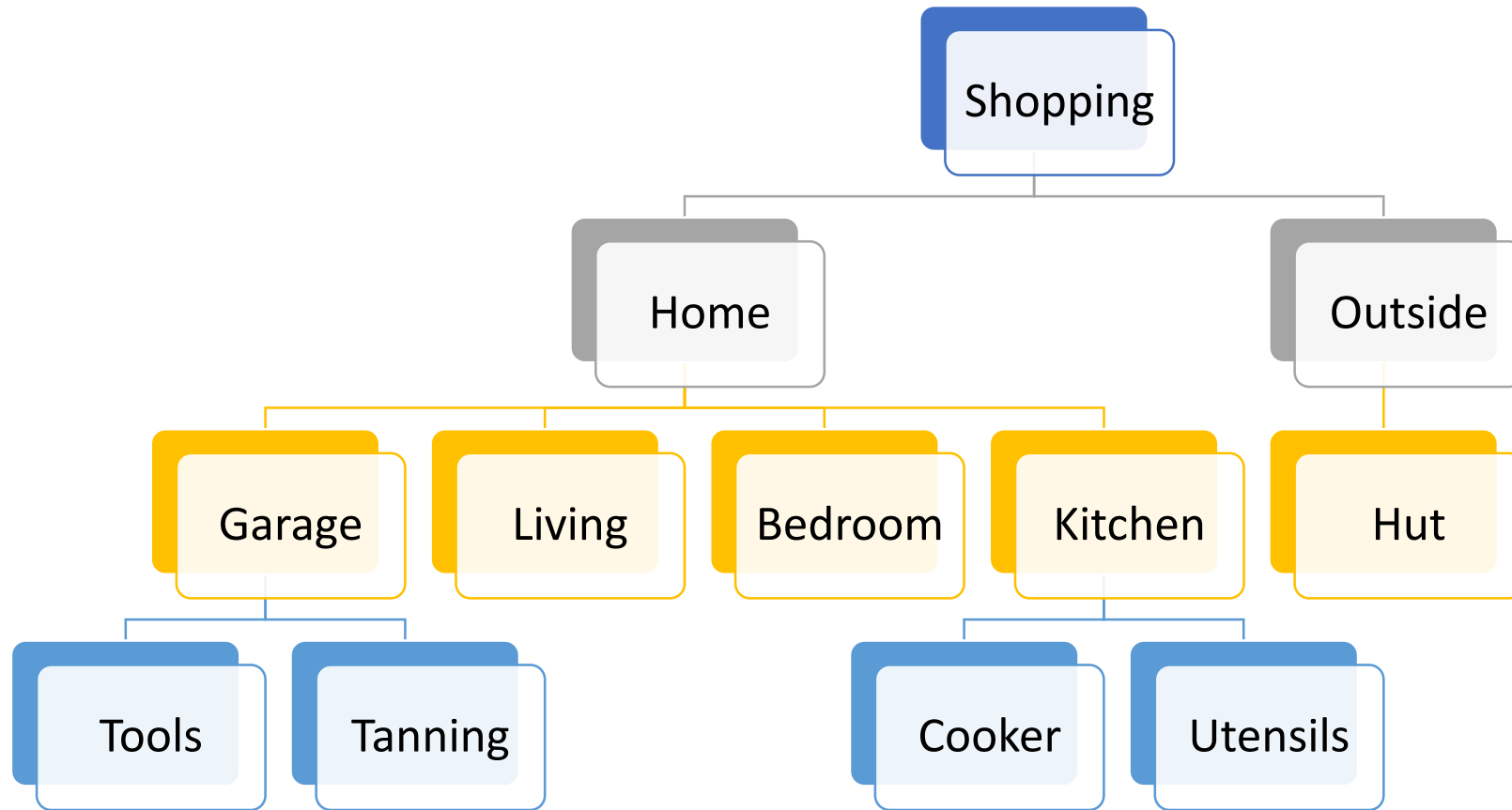
Clicking a + sign will expand a view
Clicking a – sign will collapse a view



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Exercise 2

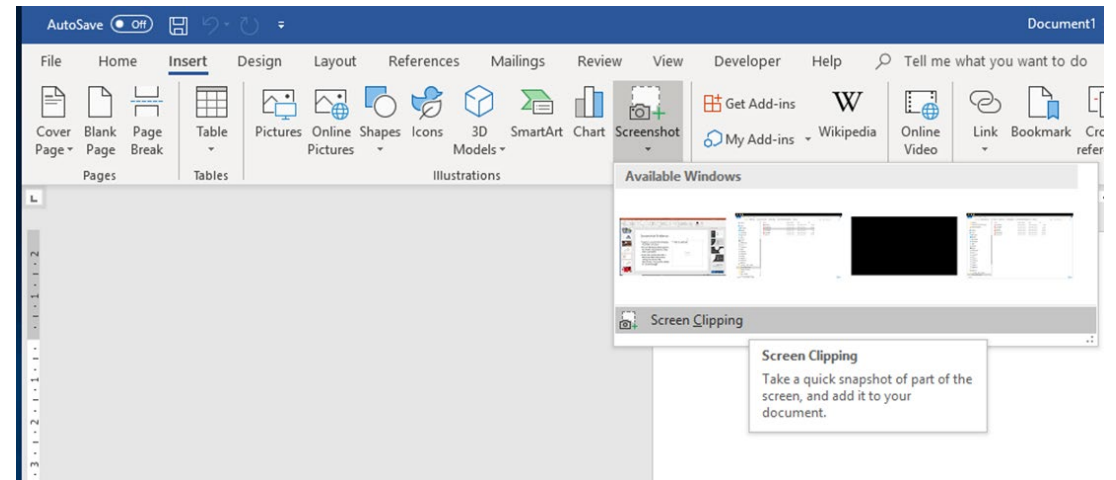




Create this folder structure

Screenshot Evidence of Folder Structure

- Capture a screenshot showing the folder structure
- Ensure Windows (file) Explorer has folders expanded to show their sub-folders
- Insert the screenshot into a Microsoft Word document, saving the file into My Documents / Documents folder as: manage



Editing Folders

Using the Rename command, change the names of the following folders:

Home ... Change to read: House

Outside ... Change to read: Garden

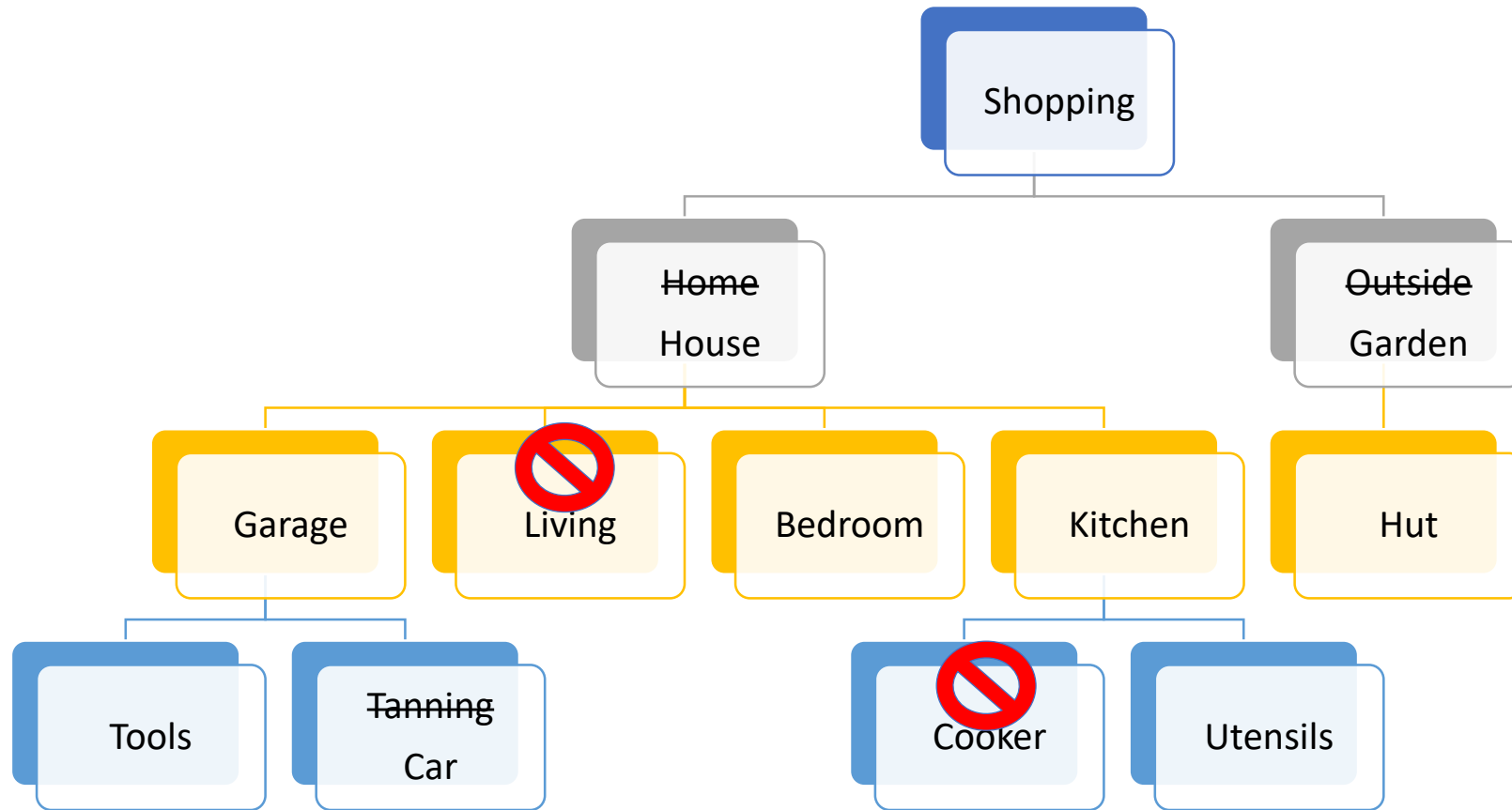
Tanning ... Change to read: Car

Using the Delete command, remove the following:

Remove the folder named: Cooker

Remove the folder named: Living

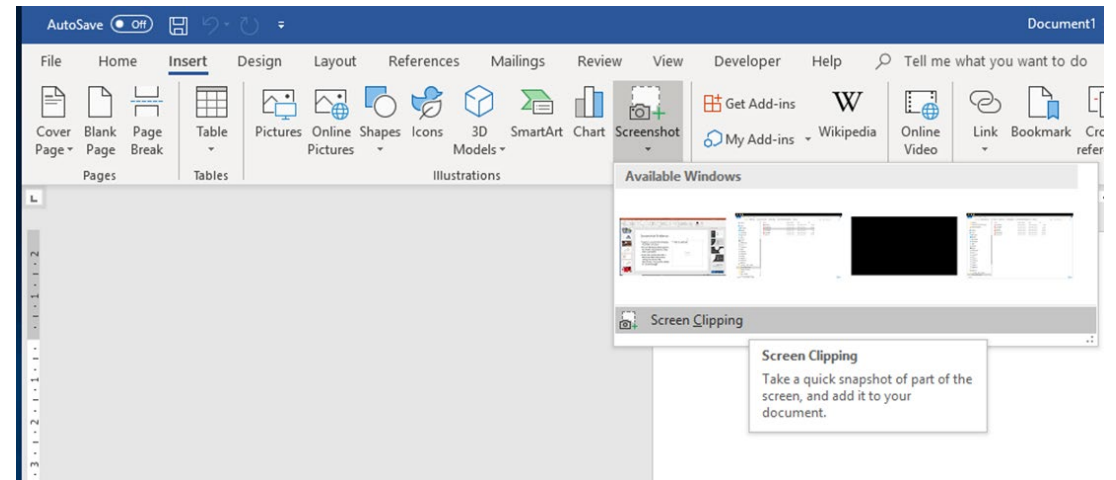
>>> Your structure should now look similar to the one shown within the next page -



Edited folder structure

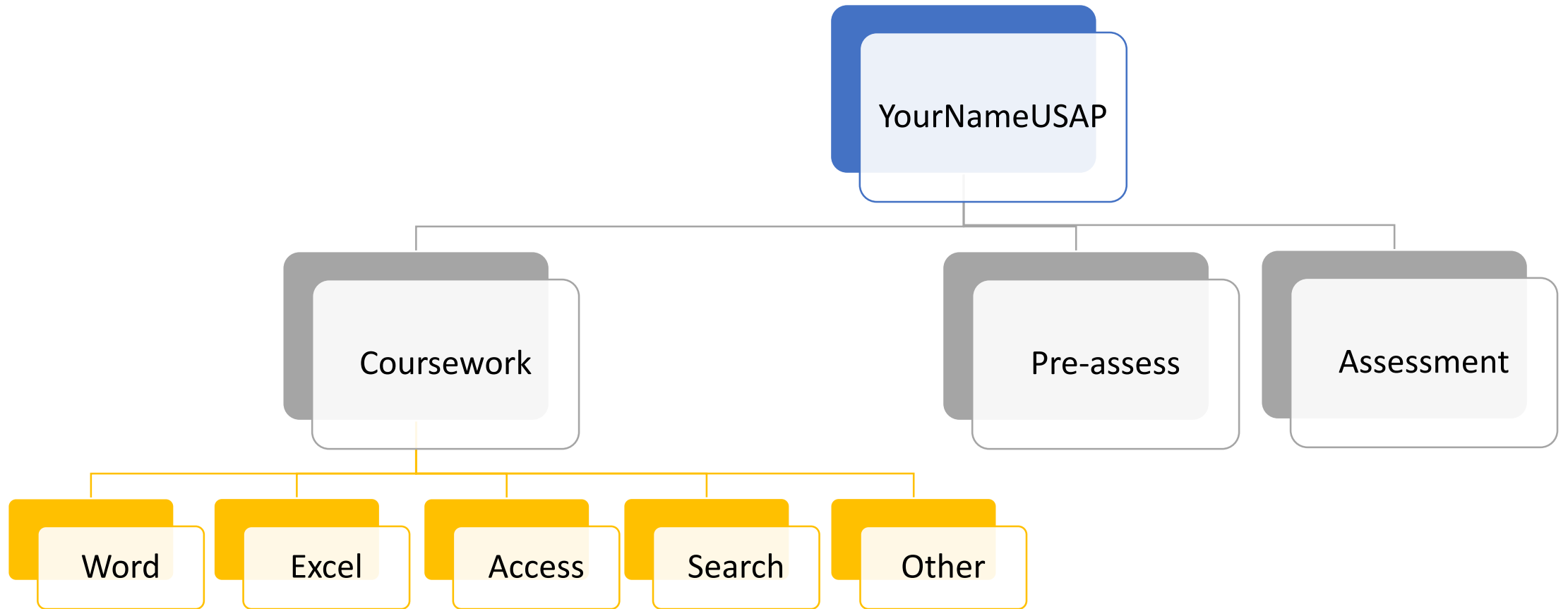
Screenshot Evidence of Edited Structure

- Capture a screenshot showing the folder structure having been changed
- Ensure Windows (file) Explorer has folders expanded to show their sub-folders
- Insert the screenshot into a Microsoft Word document, saving the file into My Documents / Documents folder as: manageedit



A close-up photograph of several ring-bound folders standing upright on a wooden shelf. The folders are in shades of red and pink. The focus is sharp on the central red folder, showing its texture and the circular ring hole. The folders to the left and right are slightly out of focus. A semi-transparent dark grey banner is overlaid on the top left of the image.

Folders and File Management Exercise 3



Create this folder structure within
'Documents' folder