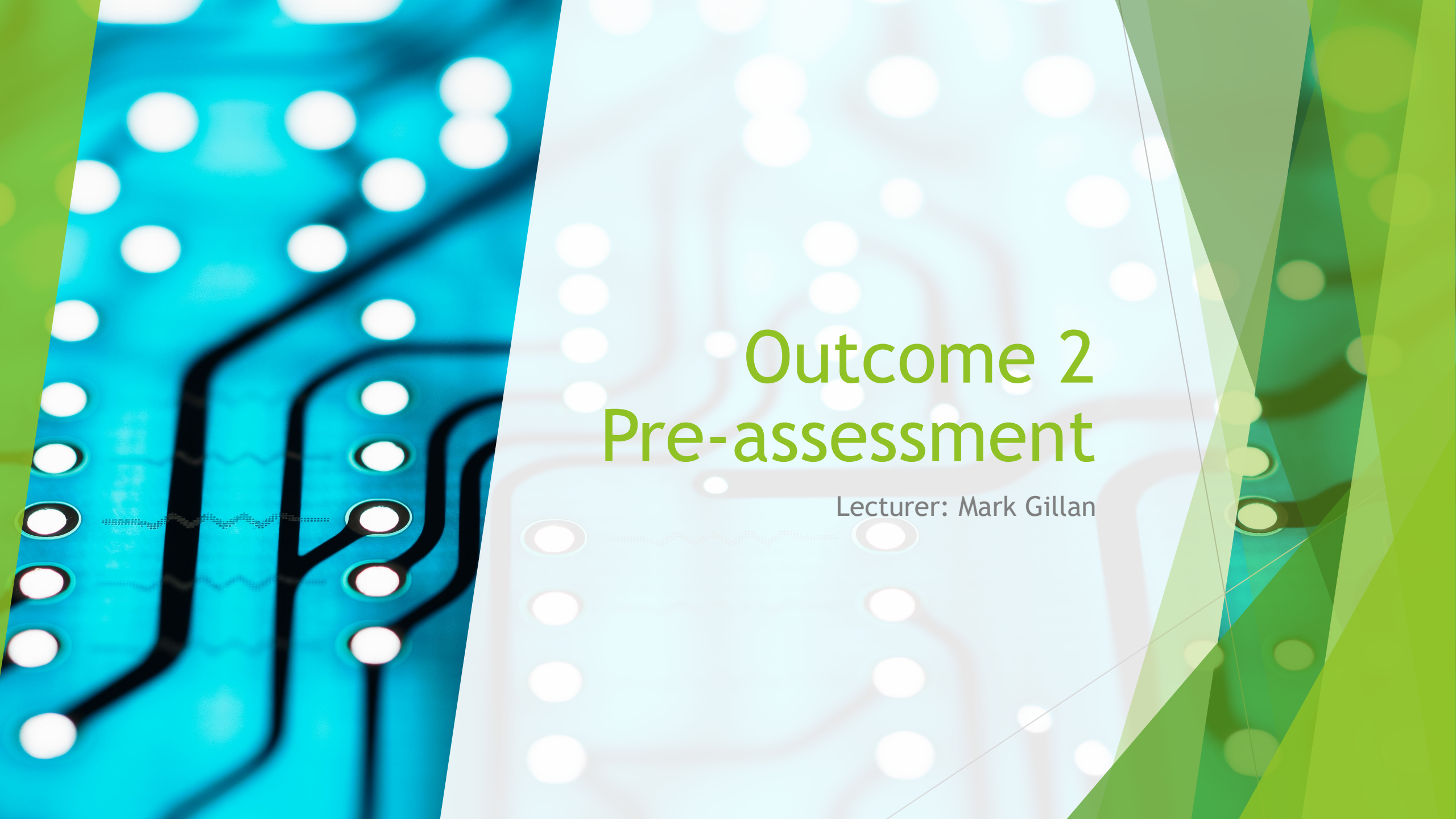




Outcome 2 Pre-assessment

Lecturer: Mark Gillan



Create a folder

- ▶ Create a sub-folder of a pre-assessment folder, naming the new folder: **LO2pre**
- ▶ Place all files related to this pre-assessment exercise into this folder, naming the files as instructed within each task
- ▶ Do NOT include any practice folders or practice files, only the requested evidence of knowledge with the file names noted in each task

Attributes

Copy some files from a folder into a folder specifically for this task, do NOT use files of importance and copies will possibly ensure you are not causing harm to any data that might be required. Name your practice folder: practice
Keep this folder separate from the evidence folder named LO2.

Set the file attributes on ONE file to Read-only, providing a screenshot and explanation within a Word document or PowerPoint presentation, naming the file: **attreadonly**

Set the file attributes on a different file to Hidden, providing a screenshot and explanation within a Word document or PowerPoint presentation, naming the file: **atthidden**

Set the file attributes on another different file to the advanced setting of “Encrypt contents to secure data” for the file only (not the parent folder), providing a screenshot and explanation within a Word document or PowerPoint presentation, naming the file: **attencrypted**

Place the evidence files of attreadonly, atthidden, attencrypted, all into the sub-folder LO2pre

Backing up



Back up at least FOUR files to a removable storage device



Provide a screenshot on a Word document or PowerPoint file along with an explanation as to the process, named: **BU4files**



Back up TWO FOLDERS to a removable storage device

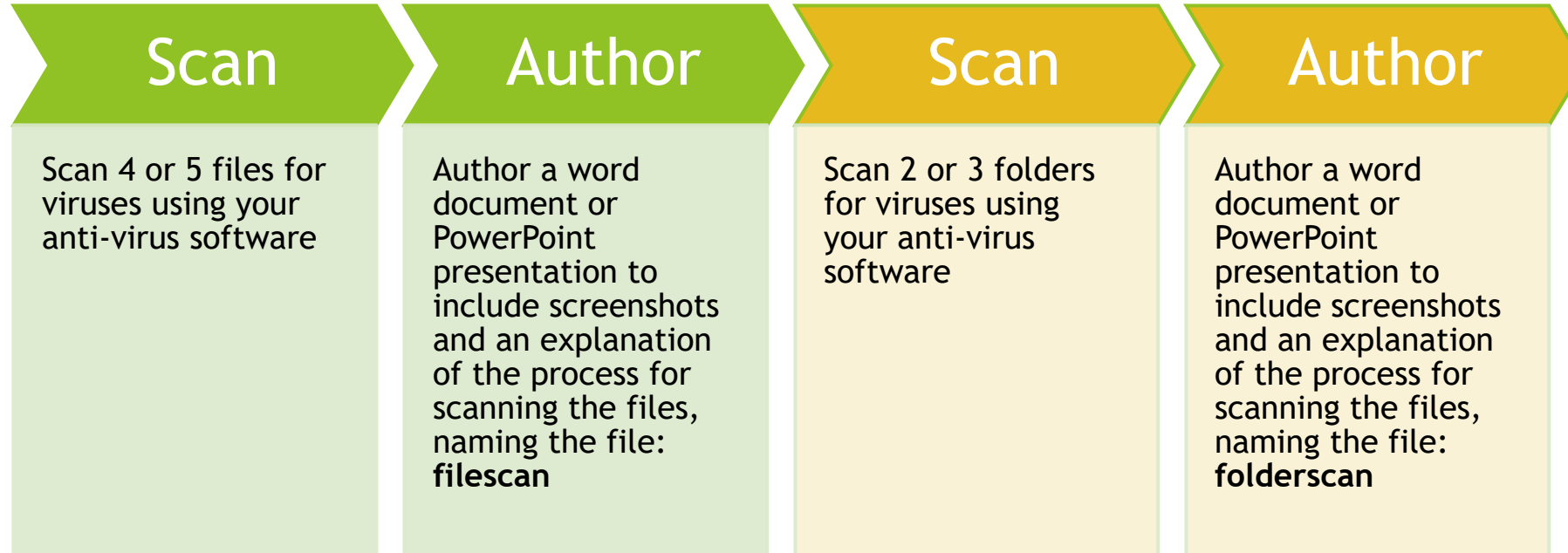


Provide a screenshot on a Word document or PowerPoint file along with an explanation as to the process, named: **BU2folders**



Place the files from above named BU4files and BU2folders containing explanations and screenshot evidence into the sub-folder L02pre

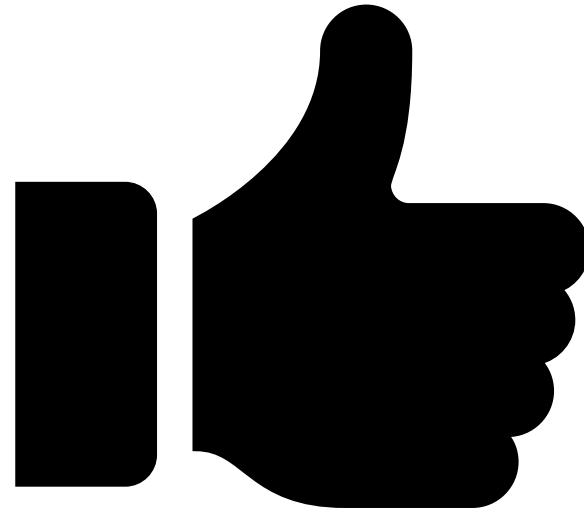
Antivirus



Check

Double checking all is done

See the next page for a wee checklist ...



Check

- ❑ The folder contains a file named: **attreadonly**
And a file named: **atthidden**
And a file named: **attencrypted**
- ❑ Each file has sufficient and relevant screenshots with explanation as to processes
- ❑ The folder contains a file named: **BU4files**
And a file named: **BU2folders**
- ❑ Each file has sufficient and relevant screenshots with explanation as to processes
- ❑ The folder contains a file named: **filesfan**
And a file named: **folderscan**
- ❑ Each file has sufficient and relevant screenshots with explanation as to processes

Well done

- ▶ Pat yourself on the back for completing this pre-assessment assignment
- ▶ The pre-assessment for Learning Outcome 2 included:
 - Working with file attributes
 - Backing up folders and files
 - Security software / antivirus
- ▶ Ensure you share with your lecturer after checking all files to have sufficient evidence