Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Windows File Management Assignment

**Part 1**

Instructions: Complete the following steps.

1. Create a new folder in your student Z drive. Name the folder using your initials and AFHS. (Example: \_ \_AFHS)
2. In the Data File, locate and open the the folder called Info.
3. Within the Info folder, locate the file called Mgt.#1 and copy it to your \_ \_ AFHS folder on the Z drive.

*(Note\*\* Choose “OK” if you get an alert about harmful files here.)*

1. Locate and copy File Mgt.#2 file from the Info folder to your

\_ \_ AFHS folder.

1. Create a new folder in your Z drive called Sports.
2. Create two subfolders in your Sports folder:
   1. Skiing
   2. Soccer
3. Move Mgt. #1 to your Skiing folder.
4. Delete Mgt. #2 from your \_ \_ AFHS folder
5. Rename the Soccer folder to Hockey.
6. Have your neighbor or teacher look at your work and initial here. \_\_\_\_\_

Go to the following website to complete the next questions:

1. Go to
2. [www.gcflearnfree.org/technology](http://www.gcflearnfree.org/technology Part 2)

**[Part 2](http://www.gcflearnfree.org/technology Part 2)**

1. Click on “Basic Computer Skills” in the blue box
2. Click on the lesson called “Uninstalling Software from Your PC” near the bottom of the page.
3. View the 4 steps for uninstalling software then answer the questions below:
4. True/False – Uninstalling software is a good way to clear up space on your hard drive.
5. To uninstall a program, you must first open which area of your computer?
   1. Action Center
   2. Control Panel
   3. Help and Support

**Part 3**

Go to [www.gcflearnfree.org/technology](http://www.gcflearnfree.org/technology)

1. Click on “Windows 7” in the blue box
2. Select the lesson called “Getting Started with Windows 7”
3. Use the *Interactive Desktop* to write one descriptive characteristic about each term below:

* Date and Time Settings –
* Recycle Bin –
* Shortcuts on the Taskbar -
* Taskbar -
* Folders on the Desktop –
* Start Button -
* Desktop Background –
* Open Folders -