FILE HANDLING TEST-1

Check off	Assignments you must complete to understand this region of the computer.	Notes that will assist you in understanding each phase.
☐ A	Open up Window Explore Place one figure on the window key lower left corner and then tap quickly the letter [E]	This will permit you to view all folders and connections (MAP) on your computer.
☐ B	With Window explore open find the computer share folder on the server. 9 Hoffman your grade level and your name.	This will allow you to view your total contents of where you are presently saving your lessons.
☐ C	Next open up Microsoft word and click – File Save as [find your file stored on the server].	
☐ D	1. In word create (4) folders. Make sure your Caps key is Lock . Hit the enter key after each. "**WORD**"-"**PHOTO**"-"**MUSIC**"-"**PUBLISHER**" click on (new folder) and then type in names listed above.	Create 4 folders in your save section on the server. You may create more folders but we are only asking you to create 4 at this time.
☐ E	1. While the word document is open, type "Important information" and then save this document to your **WORD** folder Hit save when done	Create a word document and save it to the folder Word.
☐ F	Open up Google and type in Puppy. Click on image and save picture as to the folder you just created above "**PHOTO**" Change name to Puppy-1	Learn how to save a photo to the sever in the folder for Photos.
☐ G	Go to **Power Point** then save create a the following folders in your server area "**POWER POINT**"-"**EXCEL**"	Create two more folder in your area of the server to store files later on.
☐ H	**WINDOW [E]** Place your mouse on C drive on your computer and click the right button on the mouse. Scroll down to properties. You may now see how large your hard drive is and how much has been used. Blue is used Pink is unused. Hit cancel when done.	This section will allow you to determine how much room is on your hard drive now and also allow you to determine future storage media size.

1. Open up **Smart notebook** (You will use the camera from this software to copy your folder contents and paste it to a word document. You will place your name and grade, showing me that you have completed this test. Print this out and submit to me on my desk.

2. Open up **MS word** and create a buffer then type in Your name and grade. You will at the end of this test copy your photo to this document. Printout and submit to me on my desk.

▸ 9 HOFFMAN ▸ 8TH GRADE ▸ ADAMS PENNY

Name	Date modified	Type	Size
EXCEL	4/4/2016 12:49 PM	File folder	
MUSIC	4/4/2016 12:41 PM	File folder	
PHOTO	4/4/2016 12:45 PM	File folder	
POWER POINT	4/4/2016 12:49 PM	File folder	
PUBLISHER	4/4/2016 12:41 PM	File folder	
WORD	4/4/2016 2:42 PM	File folder	