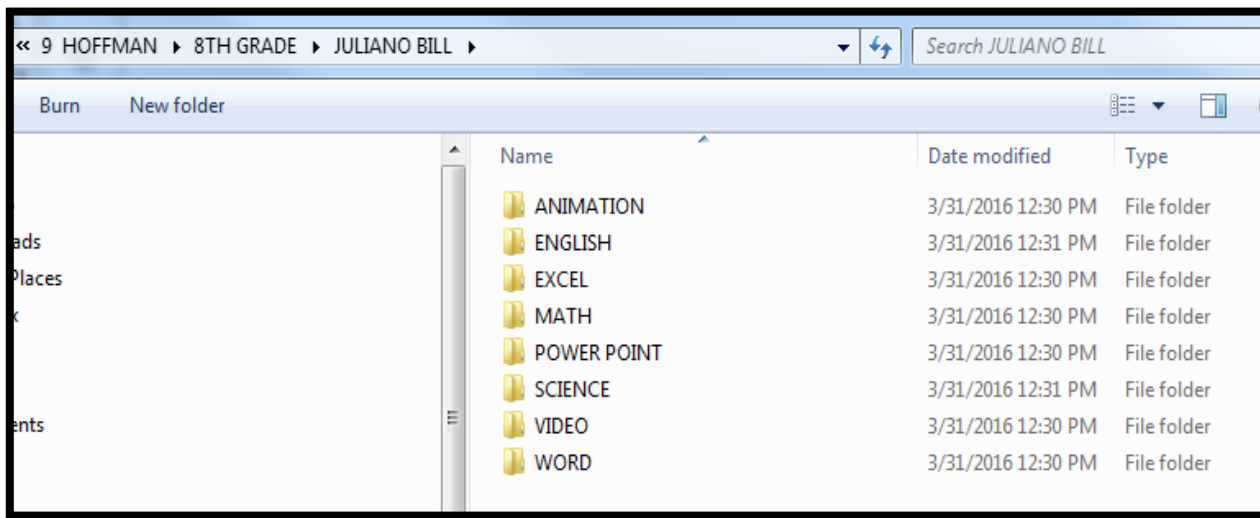


File Handling Test

You are going to clean up your files by moving files to sub folders and or creating subfolders that may be needed. This will allow you to transfer documents – pictures – etc.... to those folders. You should not see anything in YOUR FOLDER except subfolders. In other words everything will be in a sub folder. An example is illustrated below. You must include the following in your camera shot. **9 HOFFMAN – YOUR GRADE – YOUR NAME – YOUR COMPLETE FOLDER WITH ALL THE SUB FOLDERS.** (all of this is in your image you copied using the Smart Notebook camera).

1. Open up **Smart notebook** (You will use the camera from this software to copy your folder contents exhibited below 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.
3. **Window Key & E** This will allow you to swiftly view the contents of your computer. You may now click on the folder that has been assigned to you with your name. This is the one that you have been saving work to all year.
4. You may if need to create new folders if they are compulsory by clicking on the **New folder** icon near the top of the screen.
5. To move files to folders you may be essential to do **one or both** of the following:
 - a. To move **consecutive** files those that belong in the same folder. Click on the first file and hold down the **SHIFT KEY** at the same time, then click on the last file that is in that order. Then holding your mouse slide the files into the appropriate folder. This will allow you to move files that are next to each other into a **(SUB-FOLDER)**.
 - b. To transfer files those that are spread out in your folder but belong in the same **(SUB-FOLDER)** use the **Ctrl Key** and mouse. This will permit you to jump over files that are not needed for that certain subfolder. Then just hold down the mouse and slide those files into the correct sub folder.



File Handling Test