

Working with Files & Folders Exercises

Exercise A: Different Ways to View Files

1. Double Click on the MyComputer (Computer in Windows Vista) on the desktop
2. Notice how Windows displays the information inside the window (this is your default display)
3. Click on the down arrow next to the word "Views" in the menu bar. (a menu will open)
4. Click once with the left mouse button on the word "Details" and notice how the contents of the Window is displayed.
5. Now practice looking at all the different ways to view the contents of a Window.

Exercise B: Saving to an Existing Folder

1. Open up the program Microsoft Word by double clicking with the right mouse button on its Icon on the desktop.
2. Type: Dear Ann,
3. From the file menu left click once on the "Save as" option.
4. Browse the computer file system to locate the "workspace" folder
5. Double click with the left mouse button on the "workspace" folder
6. Give the file a name by typing in the file name box or leave the default name (1st line of the documents text)
7. Left click once with the left button on the save button
8. Your file has been saved. (To test this look file the file by browsing the computer)

Exercise C: Saving & Creating a New Folder

9. Open up the program Microsoft Word by double clicking with the right mouse button on its Icon on the desktop.
10. Type: Today's class I learned how to
11. From the file menu left click once on the "Save as" option.
12. Browse the computer file system to locate the "workspace" folder
13. Double click with the left mouse button on the "workspace" folder
14. On the Windows menu bar left click on the "New Folder" icon.
15. Name the folder
16. Double click with the left mouse button on the new folder you just named
17. Give the file a name by typing in the file name box or leave the default name (1st line of the documents text)
18. Left click once with the left button on the save button
19. Your file has been saved. (To test this look file the file by browsing the computer)