

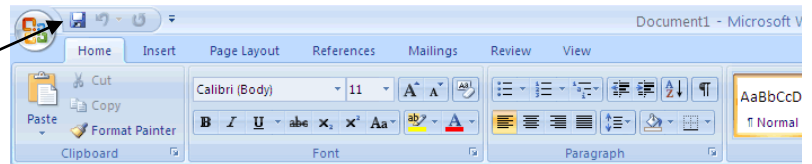
File Management Assignment

File management means keeping electronic (computer) files saved in an organized way. Sometimes this means creating folders within your operating system to save your files into. Here at school, we currently use Windows XP as our operating system and function using a server to create a computer network. Our server and network allow us to share computer space and information. If you have a different format or platform at home or elsewhere, this process might be a little different.

In order to manage (organize) your files, please complete the following tasks:

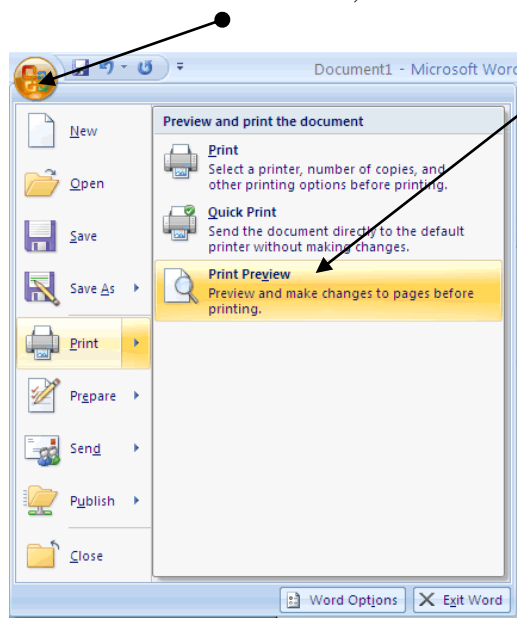
- 1) Access your network directory by choosing **My Computer** from your desktop.
- 2) Access your directory (the one labeled with your username) by double clicking it. You should see a Y:\ in the Address bar and the screen will be mostly blank.
- 3) Now begin creating folders within your directory:
 - a) From the task pane on the left side of the screen, click “Make a new folder”. A new folder will appear in the white space and you can immediately begin typing a folder name.
 - b) Create the following folders: **business_topics**, **presentations**, **certification**, **career**, **spreadsheets**, **misc**.
 - c) You should have six folders when you’re finished.
- 4) Show that your work is complete:
 - a) Capture a screen shot (click the “Prt Scr” (stands for Print Screen) button on the keyboard – located to the right of the F12 key – be sure your network directory is open on your screen and that you can see the six folders you just created).
 - b) Paste the screen shot into a blank Word document (once a new, blank document is on your screen, choose Paste [found on the Home tab]). A “picture” of your network directory should now be on the page.
- 5) Prepare to turn your work in by doing the following:

- a) Save the document in your **misc** folder (click the Save icon on the Quick Access toolbar).



- b) Name the file, **filemanagement**.
- c) Place your name, hour, and date straight across the top of the page in the *Header* section of the document (click Header from the Insert tab and choose *Blank*). Space your name, hour, date by using the Tab key.
- d) Resave the document.

e) Preview the document (click the Microsoft Office button, choose *Print*, *Print Preview*).



f) Be sure the document is only one page, print, and turn in your work.