

COPYING, MOVING, DELETING and RENAMING FOLDERS AND FILES

EXERCISES (in pairs or groups)

1. Discuss why you might want to copy, move, delete or rename FOLDERS.
2. Discuss why you might want to copy, move, delete or rename FILES.
3. The tables below each contain 4 scenarios.

Decide whether a folder or file should be copied, moved, deleted or renamed in each scenario.

Tick the relevant box in the relevant table.

a. Copy/Move/Delete/Rename FOLDERS

Scenario	Copy Folder	Move Folder	Delete Folder	Rename Folder
A folder is called B3099. B3099 is the name of a course that is now completely out-of-date. The folder is not worth having any more. What could be done with it?				
Course folder B3097 contains all the files for the course with the same name. But the course code has now changed. What could be done with the folder?				
Course folder B3097 is saved on the C drive at home. It cannot not be accessed from work but must be used at work. What could be done with the folder?				
A folder called G3044 contains materials for course G3044 and has accidentally been saved on the desk top. What could be done with the folder?				

b. Copy/Move/Delete/Rename FILES

Scenario	Copy File(s)	Move File(s)	Delete File(s)	Rename File(s)
A file containing a lesson plan has been saved in the wrong folder. What can be done with the file?				
Each course folder contains all the relevant files including lesson handouts. An old handout can be used on a new course. What can be done with the handout file?				
A computer has stored hundreds of course files and has run out of room for any more. Some files are not important. What could be done with these files?				
A file has been called the wrong thing and this must be corrected. What can be done with the file?				

4. This exercise involves creating 2 folders, each containing 3 documents.

Create 2 folders in **My Documents**:

Name one OUTDOOR SPORT

Name one GARDENING

5. Create 5 documents in Word on the **Desk top**:

<u>Document name</u>	<u>Document content</u>
Documents and Folders	A folder can contain a number of documents. Documents cannot contain folders.
Tennis	The Wimbledon championships take place in June and July.
Football	Arsenal's Emirates stadium has now been built.
Fruit	Rhubarb takes about 3 years to grow.
Veg	Parsnip is a root vegetable.

6. Copy the file Documents and Folders to both the folders you have created.
7. Move the documents called Tennis and Football to the OUTDOOR SPORT folder.
8. Move the documents Fruit and Vegetables to the GARDENING folder.
9. Rename the folder OUTDOOR SPORT to SPORT.
10. Rename the folder GARDENING to FOOD.
11. Rename the file Tennis to Open Tennis.
12. Rename the file Veg to Vegetable.
13. Delete the 5 files from the desk top.

In **My Documents** you should now have:

Folder:	SPORT	FOOD
Contents:	Documents and Folders	Documents and Folders
	Football	Fruit
	Open Tennis	Vegetables