Organising Files and Folders – HW 2
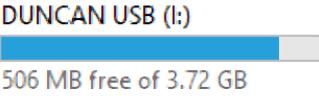
1. Open **Microsoft Teams**:
   - **Click on** the **Search Button** 🔍 from the **Taskbar**
   - In the **Search box** type: **Teams**
   - **Click on** **Microsoft Team** application

2. Open the **Grade 4 Class ICT Group** on **Microsoft Teams**:
   - **Click on** Teams
   - **Click on** your **Grade 4 Class ICT Group**

3. Open the **Assignment – ICT 06 Files and Folders HW 2**:
   - Click on **Assignments** or Assignments
   - From the **Forthcoming** section, click on **ICT 06 Files and Folders HW 2**

4. **Download** the **files** needed from the **Assignment – ICT 06 Files and Folders HW 2**:
   - Download **birds-singing-nature-sounds-8001.mp3**:
     - Click on ⋯
     - Click on ↓ Download
   - Download **Africa map.gif**:
     - Click on ⋯
     - Click on ↓ Download
   - Download **Vegetable Stir Fry.jpg**:
     - Click on ⋯
     - Click on ↓ Download
   - (See https://dbor90.wixsite.com/smcict/microsoft-teams)

5. Open the **folder** Downloads to view the downloaded files:

- **Click on** the File Explorer application from the **Taskbar**
- Open (double-click on) the **folder** called Downloads
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6. **Insert** the **pen drive** in the USB port of the computer

7. **Open** pen drive **to view the files**

    (**Follow these steps ONLY IF the File Explorer window of your**

    pen drive DOES NOT open automatically):

- Open File Explorer
  - ○ **Click on** the **Search Button** from **the Taskbar**
  - ○ In the **Search box** type: **File Explorer**
  - ○ **Click on** File Explorer application

- From the **Navigation Pane, click on** This PC
- Open (double-click on) the **pen drive**

  DUNCAN USB (I:)

  506 MB free of 3.72 GB

8. Open (**double-click on**) the **folder** called ICT

9. Open (**double-click on**) the **folder** called Grade 4

10. Open (**double-click on**) the **folder** called Term 2

11. In the Term 2 folder create a **subfolder** called HW:

- **Right-click** anywhere on the **content area** of the **Term 2** folder window
- **Move** the mouse pointer on **New**
- **Click on** Folder
- **Type** the name of the folder: HW
- **Click** anywhere on the **content area** of the **Term 2** folder window **OR** press the **Enter** key

12. **Go back to** the folder 📁Downloads:

- o Switch to the 📁 **Downloads** folder by clicking on the **File Explorer** icon from the **Taskbar** 🗂️

13. Move **birds-singing-nature-sounds-8001.mp3** to the folder called 📁 **HW:**

- **Cut** the file called **birds-singing-nature-sounds-8001.mp3:**
  - o 🖱️ **Right-click** on **birds-singing-nature-sounds-8001.mp3**
  - o 🖱️ Click on **Cut**

- **Open** the folder 📁 **HW:**
  - o Switch to the 📁 **Term 2** folder by clicking on the **File Explorer** icon from the **Taskbar** 🗂️
  - o Open (🖱️ **double-click on**) the **folder** called 📁 **HW**

- **Paste** it in the **folder:**
  - o 🖱️ **Right-click** anywhere on the **content area** of the HW folder window
  - o 🖱️ **Click** on **Paste**

14. **Go back to** the folder 📁Downloads:

- o Switch to the 📁 **Downloads** folder by clicking on the **File Explorer** icon from the **Taskbar** 🗂️

15. **Copy** 🗺️**Africa map** to the folder called 📁 **HW:**

- **Copy** the file called 🗺️ **Africa map:**
  - o 🖱️ **Right-click** on 🗺️**Africa map**
  - o 🖱️Click on **Copy**

- Switch to the 📁 HW folder by clicking on the **File Explorer** icon from the **Taskbar** 🗂️
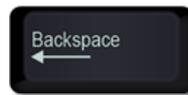
- **Paste** it in the **folder:**
  - 🖱 **Right-click** anywhere on the **content area** of the **HW** folder window
  - 🖱 **Click** on **Paste**

16. **Go back to** the folder 📁**Downloads:**
   - Switch to the 📁 **Downloads** folder by clicking on the **File Explorer** icon from the **Taskbar** 📁

17. **Rename** 🗺**Africa map** (the one in 📁 **Downloads**) to **Africa map copy:**
   - 🖱 **Right-click** on 🗺**Africa map**
   - 🖱 **Click** on **Rename**
   - Remove the name **Africa map** ⌨Backspace
   - Type: **Africa map copy**

18. **Delete** 🍲**Vegetable Stir Fry** from 📁 **Downloads:**
   - 🖱**Right-click** on 🍲**Vegetable Stir Fry**
   - 🖱**Click** on **Delete**

19. **Delete** 🗺**Africa map copy** from 📁**Downloads:**
   - 🖱**Right-click** on 🗺 **Africa map copy**
   - 🖱**Click** on **Delete**

20. **Make sure that** 🍲**Vegetable Stir Fry** and 🗺**Africa map copy** are in the 🗑 **Recycle Bin:**
   - **Open** (🖱 **double-click on**) the **Recycle Bin** 🗑
   - **Check** that there are 🍲**Vegetable Stir Fry** and 🗺 **Africa map copy**
   - **Close** the **Recycle Bin** ❌

21. Switch to the 📁HW folder by clicking on the

    File Explorer icon from the Taskbar

22. Take a **screenshot** of the **window** called 📁 HW:

    - **Open** the **Snipping Tool** program:
        - o **Click on** the **Search Button** from the **Taskbar**
        - o In the **Search box** type: **Snipping Tool**
        - o **Click on** the **Snipping Tool** application
    - Click on **New**
    - **Click and drag** around the **window** of 📁 HW

23. **Save** the **screenshot** on your pen drive:

    - Click on **Save Snip**
    - From the **Navigation Pane, click on** 🖥 **This PC**
    - Open (🖱 **double-click on**) your **pen drive**

    DUNCAN USB(E:)
    506 MB free of 3.72 GB

    - Open the **HW** folder on your pen drive found at:

    DUNCAN USB (E:) > ICT > Grade 4 > Term 2 >

    - Change the **File Name** to: **Files and Folders HW**
    - Click on the **Save** button

24. Close the **application** called **Snipping Tool**:

    - Click on the **close** button

25. **Safely remove** your **pen drive**:

    - From the **Navigation Pane, click on** 🖥 **This PC**

    DUNCAN USB (I:)
    506 MB free of 3.72 GB

    - **Right-click** on your pen drive

    - Click on **Eject**

    - **Remove** the **pendrive** from the computer

26. **Close** all open **File Explorer** windows:

    - Click on the **close** button