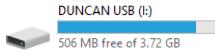
Organising Files and Folders

- Download the files called Beef Fajita Recipe, Orange Juice, Smart Phone, ICT website and Wayground Join from the Assignment - ICT 01 Files and Folders CW on Microsoft Teams (See https://dbor90.wixsite.com/smcict/microsoft-teams)
 - 2. **Insert** the **pen drive** in the **SB port** of the computer
 - 3. Open pen drive to view the files:
 - Open File Explorer
 - From the Navigation Pane, click on ___ This PC
 - Open (double-click on) the pen drive



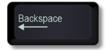
- 4. In the **Pen Drive** window **create** the **folder** called **ICT**:
 - Right-click anywhere on the content area of the Pen Drive folder window
 - Move the mouse pointer on New
 - Click on Folder
 - Type the name of the folder: ICT
 - Click anywhere on the content area of the Pen Drive folder window OR press the Enter key

Mr Duncan

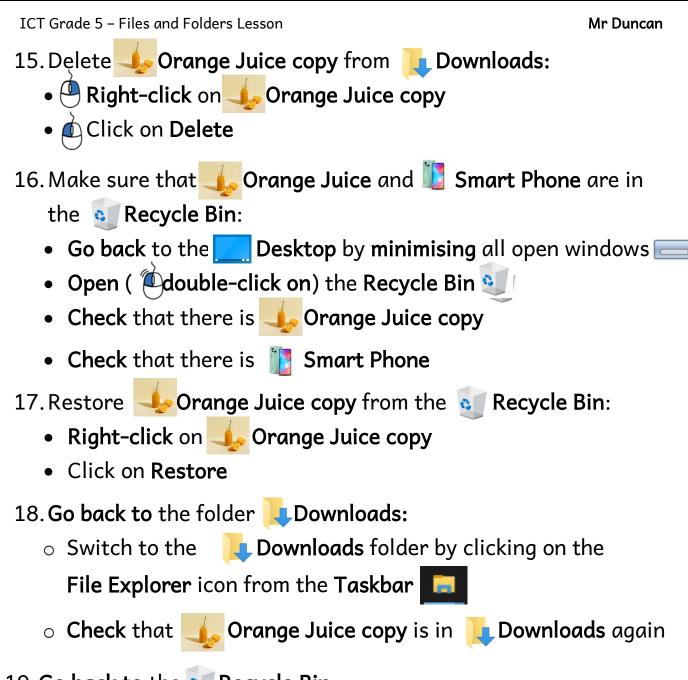
- 5. In the 🚺 ICT folder create a subfolder called 📜 Grade 5:
 - Open (double-click on) the folder called ICT
 - Create the subfolder called Grade 5:
 - Right-click anywhere on the content area of the ICT folder window
 - Move the mouse pointer on New
 - o Click Folder
 - Type the name of the folder: Grade 5
 - Click anywhere on the content area of the ICT folder window OR press the Enter key
- 6. In the Grade 5 folder create a subfolder called Term 1:
 - Open the folder called Grade 5
 - Create the subfolder called Term 1:
 - o Right-click anywhere on the content area of the Grade 5 folder window
 - o Move the mouse pointer on New
 - o Click on Folder
 - Type the name of the folder: Term 1
 - Click anywhere on the content area of the Grade 5
 folder window OR press the Enter key

- 7. In the **Term 1** folder create a **subfolder** called **Lesson 1**:
 - Open the folder called Term 1
 - Create the subfolder called Lesson 1:
 - Right-click anywhere on the content area of the Term 1 folder window
 - Move the mouse pointer on New
 - o Click on Folder
 - o Type the name of the folder: Lesson 1
 - Click anywhere on the content area of the Term 1 folder window OR press the Enter key
- 8. Open another File Explorer window:
 - Click on the Search Button from the Taskbar
 - In the Search box type: File Explorer
 - Click on File Explorer application
- 9. Open (double-click on) the folder called Downloads (This is the place where the downloaded files go)
- 10. Move Beef Fajita Recipe to the folder called Lesson 1:
 - Cut the file called **Beef Fajita Recipe**:
 - o 🕒 Right-click on 🕡 Beef Fajita Recipe
 - o 🖺 Click on Cut
 - Switch to the Lesson 1 folder by clicking on the
 File Explorer icon from the Taskbar
 - Paste it in the folder:
 - o Right-click anywhere on the content area of the folder window
 - o Click on Paste

- 11. Go back to the folder Downloads:
 - Switch to the Downloads folder by clicking on the
 File Explorer icon from the Taskbar
- 12. Copy Orange Juice to the folder called Lesson 1:
 - Copy the file called **b** Orange Juice:
 - o Right-click on Jorange Juice
 - o Click on Copy
 - Switch to the Lesson 1 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 folder window
 - Click on Paste
- 13. Rename Orange Juice (the one in Downloads) to Orange Juice copy:
 - Go back to Downloads by clicking on the File Explorer icon from the Taskbar
 - Right-click on Orange Juice
 - Click on Rename
 - Remove the name **Orange Juice**



- Type: Orange Juice copy
- 14. Delete is Smart Phone from Lownloads:
 - Pright-click on Smart Phone
 - Click on Delete



19. Go back to the **Recycle Bin:**

 Switch to the Recycle Bin folder by clicking on the icon from the Taskbar

20. Permanently delete 🃗 Smart Phone:

- Right-click on Smart Phone
- Click on Delete
- Click on the Yes button
- Close the Recycle Bin

- 21. Switch to the Lesson 1 folder by clicking on the File Explorer icon from the Taskbar
- 22. Take a screenshot of the window called Lesson 1:
 - Open the A Snipping Tool program:
 - Click on the Search Button
 from the Taskbar
 - o In the Search box type: Snipping Tool
 - Click on the Snipping Tool application

 - Click and drag around the window of Lesson 1
- 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
 - Open the Lesson 1 folder on your pen drive found at:
 ICT > Grade 5 > Term 1 > Lesson 1 >
 - Change the File Name to: Files and Folders CW
 - Click on the Save button
- 24. Close the application called A Snipping Tool:
 - Click on the close button
- 25. Go back to the folder Downloads:
 - Switch to the Downloads folder by clicking on the
 File Explorer icon from the Taskbar

ICT Grade 5 – Files and Folders Lesson Mr Duncan
26. Move o ICT website to the Desktop:
• Cut the file called o ICT website:
O Right-click on O ICT website
o 🕒 Click on Cut
Go back to Deskop by Minimising all open windows
• Paste it in the folder:
o Right-click anywhere on the Desktop
o Click on Paste
27. Go back to the folder LDownloads:
 Switch to the Downloads folder by clicking on the
File Explorer icon from the Taskbar
28. Move o Wayground Join to the Desktop:
 Cut the file called wayground Join:
o 🚇 Right-click on 👩 Wayground Join
o 🕑 Click on Cut
 Go back to Deskop by Minimising all open windows
• Paste it in the folder:
o Right-click anywhere on the Desktop
○ Oclick on Paste
29. Safely remove your pen drive:
 Switch to the Lesson 1 folder by clicking on the
File Explorer icon from the Taskbar
 From the Navigation Pane, click on This PC
Right-click on your pen drive DUNCAN USB (I:)
Click on Eject
 Remove the pendrive from the computer

30. Close all **File Explorer** windows:

• Check if you have any open File Explorer windows from the Taskbar

• Click on the close button