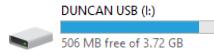
## Organising Files and Folders

 Download the files called Computer Desktop, Health Food Vs Junk Food Song, Maya Hot Chocolate Recipe, ICT website and Wayground Join from the Assignment - ICT 01 Files and Folders CW on Microsoft Teams (See <a href="https://dbor90.wixsite.com/smcict/microsoft-teams">https://dbor90.wixsite.com/smcict/microsoft-teams</a>)

- 2. **Insert** the **pen drive** in the **GOOD** USB **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

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- 5. In the ICT folder create a subfolder called I Grade 6:
  - Open (double-click on) the folder called ICT
  - Create the subfolder called Grade 6:
    - Right-click anywhere on the content area of the ICT folder window
    - o Move the mouse pointer on New
    - o Click Folder
    - Type the name of the folder: Grade 6
    - Click anywhere on the content area of the ICT folder window OR press the Enter key
- 6. In the Grade 6 folder create a subfolder called Term 1:
  - Open the folder called Grade 6
  - Create the subfolder called Term 1:
    - Right-click anywhere on the content area of the Grade 6 folder window
    - o Move the mouse pointer on New
    - o Click on Folder
    - o Type the name of the folder: Term 1
    - Click anywhere on the content area of the Grade 6 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 Healthy Food Vs Junk Food Song to the folder called Lesson 1:
  - Cut the file called Healthy Food Vs Junk Food Song:
    - o A Right-click on Healthy Food Vs Junk Food Song
    - 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:
    - 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 Maya Hot Chocolate Recipe to the folder called Lesson 1:
  - Copy the file called **Maya Hot Chocolate Recipe:** 
    - o Right-click on Maya Hot Chocolate Recipe
    - 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:
    - o Right-click anywhere on the content area of the folder window
    - O Click on Paste
- 13. Go back to the folder Downloads:
  - Switch to the Downloads folder by clicking on the
     File Explorer icon from the Taskbar
- 14. Delete **Spiriture** Desktop Computer from **Landon** Downloads:
  - Pright-click on Desktop Computer
  - Click on Delete
- 15. Delete a Maya Hot Chocolate Recipe from Downloads:
  - Pright-click on Maya Hot Chocolate Recipe
  - Click on Delete

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16. Make sure that 🔤 Maya Hot Chocolate Recipe and 💹 Desktop **Computer** are in the **Recycle Bin**:

• Go back to the Desktop by minimising all open windows



- Open ( Adouble-click on) the Recycle Bin 🦭
- Check that there is Maya Hot Chocolate Recipe
- Check that there is Desktop Computer
- 17. Restore Maya Hot Chocolate Recipe from the
  - Recycle Bin:
  - Right-click on Maya Hot Chocolate Recipe
  - Click on Restore
- 18. Go back to the folder Lownloads:
  - Switch to the Downloads folder by clicking on the File Explorer icon from the Taskbar
  - Check that Maya Hot Chocolate Recipe is on Desktop again
- 19. Go back to the 🥞 Recycle Bin:
  - Switch to the Recycle Bin folder by clicking on the icon from the Taskbar

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- 20. Permanently delete **Desktop Computer**:
  - Right-click on Desktop Computer
  - 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:
    - o 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 6 → Term 1 → Lesson 1 →

- Change the File Name to: Files and Folders CW
- 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
  - Right-click on your pen drive

    DUNCAN USB (I:)
  - Click on **Eject**
  - Remove the pendrive from the computer

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

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

Click on the close button