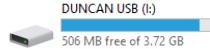# Organising Files and Folders - HW

1. Download the files called **Fruit, Glass bottle music** and **Water** from the **Assignment – ICT 01 Files and Folders HW** on **Microsoft Teams** (See https://dbor90.wixsite.com/smcict/microsoft-teams)

2. **Insert** the **pen drive** in the **USB port** of the computer

3. **Open** pen drive **to view the files**:
   - 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**

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

5. Open (**double-click on**) the **folder** called **Grade 6**

6. In the **Grade 6** folder create **2 subfolders**:
   - **Create** the **subfolder** called **Term 2**:
     - **Right-click** anywhere on the **content area** of the **Grade 6** folder window
     - **Move** the mouse pointer on **New**
     - **Click on** **Folder**
     - **Type** the name of the folder: **Term 2**
     - **Click** anywhere on the **content area** of the **Grade 6** folder window **OR** press the **Enter** key

- **Create** the **subfolder** called **Term 3**:
  - o 🖱 **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 3**
  - o **Click** anywhere on the **content area** of the **Grade 6** folder window **OR** press the **Enter** key ⌨

7. Open (🖱 **double-click on**) the **folder** called 📁 **Term 1**

8. Open (🖱 **double-click on**) the **folder** called 📁 **Lesson 1**

9. In the 📁 **Lesson 1** folder create a **subfolder** called 📁 **HW**:
   - **Create** the **subfolder** called **HW**:
     - o 🖱 **Right-click** anywhere on the **content area** of the **Lesson 1** folder window
     - o **Move** the mouse pointer on **New**
     - o 🖱 **Click** on 📁 **Folder**
     - o **Type** the name of the folder: **HW**
     - o **Click** anywhere on the **content area** of the **Lesson 1** folder window **OR** press the **Enter** key ⌨

10. 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

11. Open (🖱 **double-click on**) the **folder** called ⬇ **Downloads** (This is the **place** where the **downloaded** files go)

12. **Move** the file called 📊 **Water** to the folder 📁 **HW:**

- **Cut** the **file** called 📊 **Water:**
  - 🖱 **Right-click** on 📊 **Water**
  - 🖱 Click on **Cut**

- **Open** the folder 📁 **HW:**
  - Switch to the 📁 **Lesson 1** folder by clicking on the **File Explorer** icon from the **Taskbar** 📁
  - Open (🖱 **double-click on**) the **folder** called 📁 **HW**

- **Paste** the file called 📊 **Water** in the folder 📁 **HW:**
  - 🖱 **Right-click** anywhere on the folder window
  - 🖱 **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. **Copy** the file called 🍌 **fruit** to the folder 📁 **HW:**

- **Copy** the **file** called 🍌 **fruit:**
  - 🖱 **Right-click** on 🍌 **fruit**
  - 🖱 Click on **Copy**

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

- **Paste** the file called 🍌 **fruit** in the folder 📁 **HW:**
  - 🖱 **Right-click** anywhere on the folder window
  - 🖱 **Click** on **Paste**

15. **Go back to** the folder 📁Downloads:
   o Switch to the 📁 **Downloads** folder by clicking on the **File Explorer** icon from the **Taskbar** 🗂️

16. Delete 🍇 **Fruit** from 📁 Downloads:
   - 🖱️**Right-click** on 🍇 **Fruit**
   - 🖱️Click on **Delete**

17. Delete ▶️ **Glass bottle music** from the 📁Downloads:
   - 🖱️**Right-click** on ▶️ **Glass bottle music**
   - 🖱️Click on **Delete**

18. Make sure that the **deleted files** are in the 🗑️ **Recycle Bin**:
   - **Go back** to the **Desktop**:
      o **Minimise** all open windows ▭
   - **Open** (🖱️**double-click on**) the **Recycle Bin** 🗑️
   - **Check** that there is 🍇 **Fruit**
   - **Check** that there is ▶️ **Glass bottle music**

19. Restore 🍇**Fruit** from the 🗑️ **Recycle Bin**:
   - **Right-click** on 🍇 **Fruit**
   - Click on **Restore**

20. **Go back** to the folder 📁 Downloads:
   - Switch to the 📁 **Downloads** folder by clicking on the **File Explorer** icon from the **Taskbar** 🗂️
   - **Check** that 🍇 **Fruit** is on **Desktop** again

21. **Go back** the folder 🗑️ **Recycle Bin**:
   o Switch to the 🗑️ **Recycle Bin** folder by clicking on the **File Explorer** icon from the **Taskbar** 🗂️

22. Permanently delete ▶ **Glass bottle music**:
  - **Right-click** on ▶ **Glass bottle music**
  - Click on **Delete**
  - Click on the **Yes** button
  - **Close** the **Recycle Bin** 🔴✕

23. Switch to the 📁 **HW** folder by clicking on the **File Explorer** icon from the **Taskbar** 📁

24. Take a **screenshot** of the **window** called 📁 **HW**:
  - **Open** the ✂ **Snipping Tool** program:
    - **Click on** the **Search Button** 🔍 from the **Taskbar**
    - In the **Search box** type: **Snipping Tool**
    - **Click on** the ✂ **Snipping Tool** application
  - Click on ✂ **New**
  - **Click and drag** around the **window** of 📁 **HW**

25. **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:

    ICT › Grade 6 › Term 1 › Lesson 1 › HW

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

26. Close the **application** called ✂ **Snipping Tool**:
  - Click on the **close** button 🔴✕

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

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

- 🖱 **Right-click** on your pen drive

- Click on **Eject**

- **Remove** the **pen drive** from the computer

DUNCAN USB (I:)

506 MB free of 3.72 GB

28. Close all 📁 **File Explorer** windows:

- Check if you have any open 📁 **File Explorer** windows from the **Taskbar**

- Click on the **close** button ❌