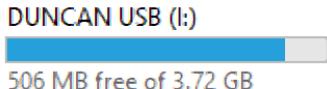
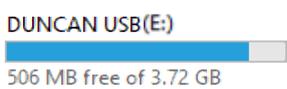


Organising Files and Folders 2

1. Insert the pen drive in the  USB port of the computer
2. Open the 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
 - From the Navigation Pane, click on  This PC
 - Open ( double-click on) the pen drive  
3. Open ( double-click on) the folder called  ICT
4. Open ( double-click on) the folder called  Grade 4
5. In the  Grade 4 folder create a subfolder called  Term 1:
 - Open the folder called  Grade 4
 - Create the subfolder called Term 1:
 -  Right-click anywhere on the content area of the Grade 4 folder window
 - Move the mouse pointer on New
 -  Click on  Folder
 - Type the name of the folder: Term 1
 - Click anywhere on the content area of the Grade 4 folder window OR press the Enter key 
6. Go back to the pen drive: 
 - From the Navigation Pane, click on  This PC
 - Open ( double-click on) your pen drive  

7. Rename  Capture.png to File Explorer CW.png:

-  Right-click on  Capture.png
-  Click on Rename
- Remove the name: Capture 
- Type: File Explorer CW

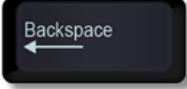
8. Move  File Explorer CW.png to the folder called  Term 1:

- Cut the file called  File Explorer CW:
 -  Right-click on  File Explorer CW
 -  Click on Cut
- Go to the  Term 1 folder:
 - Open ( double-click on) the folder called  ICT
 - Open ( double-click on) the folder called  Grade 4
 - Open ( double-click on) the folder called  Term 1
- Paste it in the folder:
 -  Right-click anywhere on the content area of the Term 1 folder window
 -  Click on Paste

9. Open the  Downloads folder:

- 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
- Open ( double-click on) the folder called  Downloads
(This is the place where the downloaded files go)

10. Rename Cats to Two Cats:

-  Right-click on  Cats
-  Click on Rename
- Remove the name: Cats 
- Type: Two Cats

11. Move the file called Two Cats to the folder Term 1:

- Cut the file called  Two Cats:
 -  Right-click on  Two Cats
 -  Click on Cut
- Switch to the  Term 1 folder by clicking on the File Explorer icon from the Taskbar 
- Paste the file called  Two Cats in the folder  Term 1:
 -  Right-click anywhere on the Term 1 window
 -  Click on Paste

12. Go back to the folder Downloads:

- Switch to the  Downloads folder by clicking on the File Explorer icon from the Taskbar 

13. Copy the ICT website shortcut to the folder called ICT:

- Copy the file called  ICT website:
 -  Right-click on  ICT website
 -  Click on Cut
- Go to the  ICT folder:
 - From the address bar click on the folder called  ICT

DUNCAN USB (D:) > ICT > Grade 4 > Term 1

- **Paste it in the folder:**

-  **Right-click** anywhere on the **content area** of the **ICT folder window**
-  **Click on Paste**

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

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

15. **Copy the**  **Wayground Join** to the folder called  **ICT:**

- **Copy the file called**  **Wayground Join:**

-  **Right-click** on  **Wayground Join**
-  **Click on Cut**

- Switch to the  **ICT 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 **ICT folder window**
-  **Click on Paste**

16. **Go back to**  **Downloads** by clicking on the **File Explorer icon** from the **Taskbar** 

17. **Delete**  **Birthday Cake** from  **Downloads:**

-  **Right-click** on  **Birthday Cake**
-  **Click on Delete**

18. **Delete**  **Map of Europe** from  **Downloads:**

-  **Right-click** on  **Map of Europe**
-  **Click on Delete**

19. Delete  Pizza from  Downloads:

-  Right-click on  Pizza
-  Click on Delete

20. Go to the  Desktop:

- Minimise all open windows 

21. Make sure that the deleted files are in the  Recycle Bin:

- Open ( double-click on)  Recycle Bin
- Check that there is  Birthday Cake
- Check that there is  Map of Europe
- Check that there is  Pizza
- Close the Recycle Bin 

22. Switch to the  ICT folder by clicking on the File Explorer icon from the Taskbar 

23. Take a screenshot of the window called  Term 1:

- Go to the  Term 1 folder:
 - Open ( double-click on) the folder called  Grade 4
 - Open ( double-click on) the folder called  Term 1
- 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  Term 1

24. 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 **Term 1** folder on your pen drive found at:

DUNCAN USB (E:) > ICT > Grade 4 > Term 1

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

DUNCAN USB(E)
506 MB free of 3.72 GB

25. Close the application called  Snipping Tool:

- Click on the close button 

26. 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

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27. Close the application called  File Explorer:

- Click on the close button 