Organising Files and Folders – HW 1

1. Open ![T] **Microsoft Teams**:
   - **Click on** the **Search Button** 🔍 from the **Taskbar**
   - In the **Search box** type: **Teams**
   - **Click on** ![T] **Microsoft Team** application

2. Open the **Grade 4 Class ICT Group** on ![T] **Microsoft Teams**:
   - **Click on** [Teams icon]
   - **Click on** your **Grade 4 Class ICT Group**

3. Open the **Assignment – ICT 05 Files and Folders HW**:
   - Click on **Assignments** or [Assignments icon]
   - From the **Forthcoming** section, click on **ICT 05 Files and Folders HW**
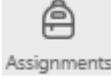
4. **Download** the **files** needed from the **Assignment – ICT 05 Files and Folders HW**:
   - Download **Cats.jpg**:
     - **Click on** ···
     - **Click on** ↓ Download
   - Download **Map of Europe.gif**:
     - **Click on** ···
     - **Click on** ↓ Download
   - Download **Pizza.jpg**:
     - **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**
  - o **Click on** the **Search Button** 🔍 from **the Taskbar**
  - o In the **Search box** type: **File Explorer**
  - o **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
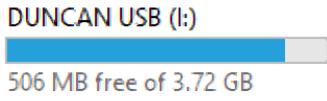
8. Open (🖱**double-click on**) the **folder** called 📁 **ICT**

9. In the 📁 **ICT folder** create a **subfolder** called 📁 **Grade 4:**

- **Open** 🖱 **(double-click on)** the folder called 📁 **ICT**
- **Create** the **subfolder** called **Grade 4:**
  - o 🖱 **Right-click** anywhere on the **content area** of the
    ICT folder window
  - o **Move** the mouse pointer on **New**
  - o 🖱 **Click** 📁 **Folder**
  - o **Type** the name of the folder: **Grade 4**
  - o **Click** anywhere on the **content area** of the **ICT**
    folder window **OR** press the **Enter** key ⌨

10. In the 📁 **Grade 4** folder create *a* **subfolder** called 📁 **Term 2**:

- **Open** the folder called 📁 **Grade 4**
- **Create** the **subfolder** called **Term 2**:
    - 🖱️ **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 2**
    - **Click** anywhere on the **content area** of the **Grade 4** folder window **OR** press the **Enter** key

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

- From the **Navigation Pane, click on** 🖥️ **This PC**
- 🖱️ **Right-click** on your pen drive

    DUNCAN USB (I:)

    506 MB free of 3.72 GB
- Click on **Eject**
- **Remove** the **pen drive** from the computer
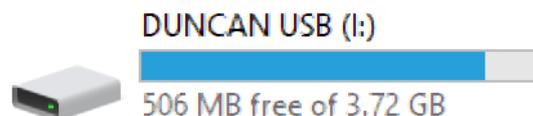
12. Close the **application** called 💾 **File Explorer**:

- Click on the **close** button ❌