***FILE MANAGEMENT & SHORTCUTS ACTIVITY***

**Technology Operations & Concepts (S1 Obj 3-2)**

***Computer Tech***

**Part A - File Management:** Using “Windows Explorer” or “Computer” from your desktop and MS Word, complete the following steps.

1. Create the following folders on the root of your U: Drive: *(Hint: go to Windows Explorer & be sure you are on your H drive and use “New Folder”)* If you are not enrolled in the classes below currently, create them anyway. Be sure to capitalize and use correct spelling.

Computer Tech English

Science Geography

Personal P.E.

2. Open your newly created *Computer Tech* folder. Create the following subfolders:

Word Processing Spreadsheets

Presentations Computer Basics

Computing Impact (Ethics) Electronic Communication (Email)

Networks/Internet (On-Lines Resources)

3. Organize and clean out your root directory (*Hint*: *This is your U: / drive)*

Delete any files you no longer need from previous classes. Move any files that are not in the correct folder to that folder using Windows Explorer and the drag and drop or the cut and paste method. All files should be in a folder.

4. Delete the PE folder on your U: drive. (*Hint: right click and hit delete*.)

5. Rename your Science folder to the Science class you have (Earth Science, Biology, etc.) *(Hint: right Click to get the Quick menu and use “Rename”.)*

6. Open your U: / drive directory. Take a screen shot of the root of your U: drive. Following the instructions below:

* To take a screen shot, press Alt + Print Screen key on your keyboard
* Open Word, right click, and paste
* Size to fit on the top half of the page. *(Hint: You may need to go to Picture Tools>Format tab>Wrap Text>Tight to be able to move the image around the page.)*
* Include footer on the page with your *Name at the left, Date in the center, and period #* at the right*. (Hint: Insert tab>footer>edit footer>enter text)*
* Save the screen shot as ***U Drive Screen Shot*** in your Computer Tech folder.

7. Create an additional folder in the Computer Tech folder named **File Management**. Move the *U Drive Screen Shot* file into the new folder.

8. Take a screen shot of the subfolders in your Comp Tech folder. *(Hint: Alt + Print Screen)*

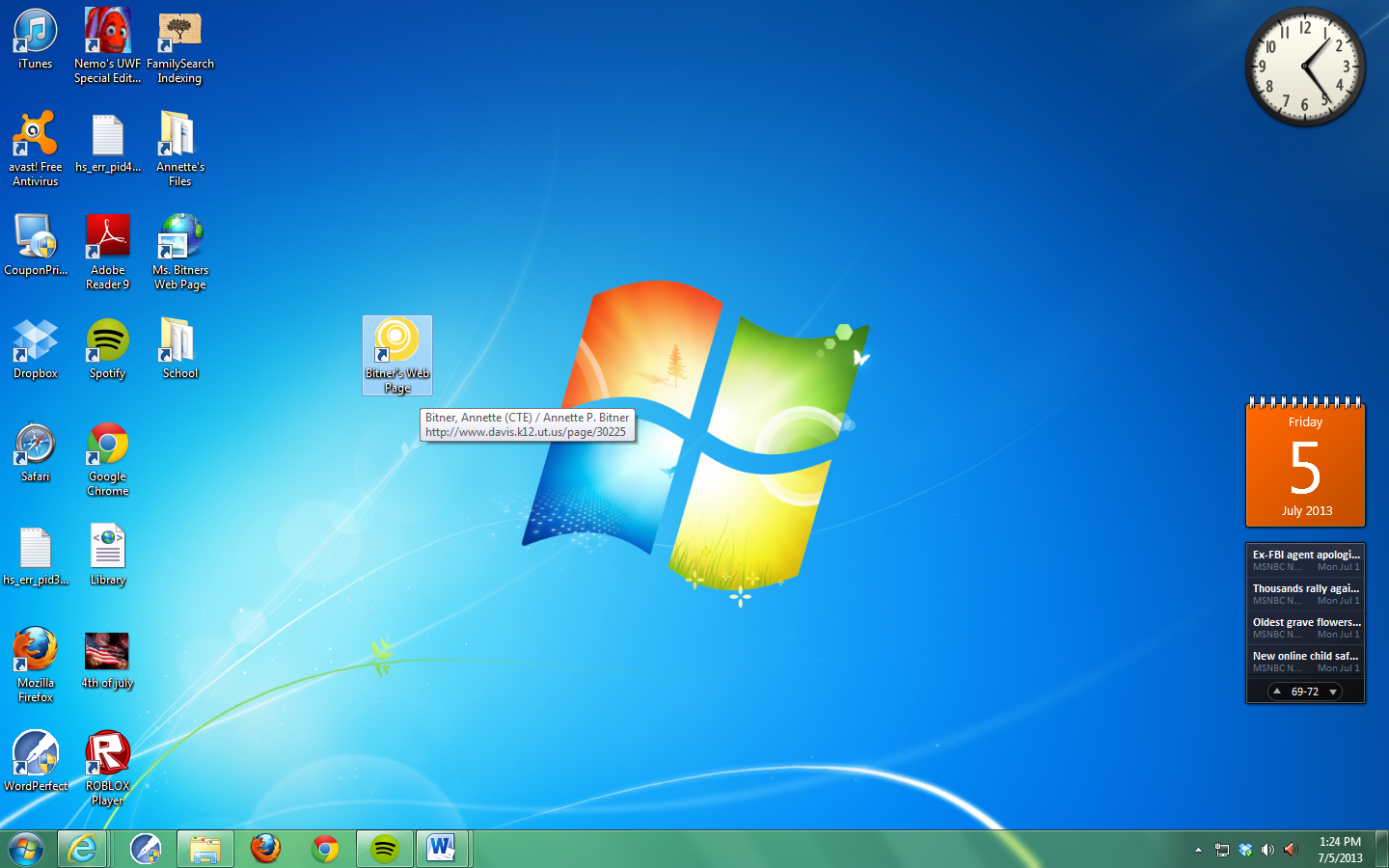
* Paste the screen shot into the same file as above.
* Size to fit on the lower half of the page.
* Be sure you have included a footer as directed above.
* Use Save As to save this screen shot as ***Period #, Last Name,*** ***First Name,*** ***Comp Tech Screenshot*** and save in your **File Management** folder.

9. Submit your work according to your teacher’s instructions. *(Hint: Print, Drop Box, email etc.)*

*Upload to Edmodo*

**Part B - Creating Shortcuts: F**ollow the directions below to create two shortcuts on your desktop*. (Hint: These may disappear after you log off, but you can easily recreate them as needed.*

1. Create a shortcut to your Computer Tech Folder on your U: / drive.

* Go to your desktop *(Hint: use “Windows key + D to get there quickly)*
* Right click to open the quick menu and select “new” > select “Shortcut”> choose “Browse”> find your Computer Tech folder on your U: drive.
* Hit “next” and rename your folder to **Computer Tech.**
* Choose “Finish” and view your new folder on the desktop.

2. Create a shortcut to reach your teacher’s web page quickly.

* Go to his/her website and copy the address.
* Follow the above instructions for creating a shortcut.
* Paste the address in the text box next to “browse” & hit next.
* Change the name to” your teacher’s last name and the words Web Page” *(Hint: Smith’s Web Page)*
* Hit “Finish” and try out your two new shortcuts.
* You can change the icon by right clicking on the shortcut and choosing “Properties” and then “Change Icon”. Select one of your choice and hit OK.

3. Take a screen shot of your current desktop.

* Size it to fit in the middle of the page.
* Include a footer on the page with your name at the left, date in the center, and period # at the right*. (Hint: Insert tab>footer>edit footer>enter text)*
* Save it in your File Management Folder as ***Period #, Last Name,*** ***First Name,* Shortcuts Screen Shot.**

5. Submit your work according to your teacher’s instructions. *(Hint: print, Drop Box, email, etc.)*

*(Upload to Edmodo.)*