

Learning Activity #5

Saving and Organizing Files Activity

Complete this activity in the Graphic Communications Computer Lab.

The instructor will review the following activity. Make notes as needed. This will be an independent assignment. You will need to follow the instructions below.

Go to **FILE** and Select **NEW FOLDER**. An untitled folder will appear on the desktop. Locate this folder.

Click on the folder name and rename it "**YOUR NAME**" (first and last legal name). Drag this folder to the **STUDENT FOLDER** located on the desktop. Open the **STUDENT FOLDER** and find your folder.

Open your folder and create a folder inside the **YOUR NAME** folder named **ORIENTATION (your initials)**. You will save all activities from this Student Activity Packet into this folder.

Inside **ORIENTATION**, make two new folders: **Friends your initials**, and **Animals, your initials**.

Open a new file in Microsoft Word. **List** four kinds of animals. **Save** the file as **animal list(your initials)**, **saving** it into your **Animals folder**.

Open a new file in Microsoft Word. **List** the names of four friends you have known for some time. **Save** the file as **old friends (your initials)**, **saving** it into the **friends folder**.

Open a new file in Microsoft Word. **List** the names of up to four pets' names. Save the file as **pet names (your initials)**, and **save** it into the **animals folder**.

Open a new file in Microsoft Word. **List** the names of four musical groups/artists you like to listen to. Before saving, you will create a new folder for this file. **Pull down FILE to SAVE AS**, use the drop down menu below the file name or the arrow to the right of the file name, to navigate to your **Orientation folder**. With that folder selected, click the **NEW FOLDER button** at the bottom of the window and name the **folder Music, your initials**.

Save the file as **artists (your initials)**, **saving** it into the **music folder**.

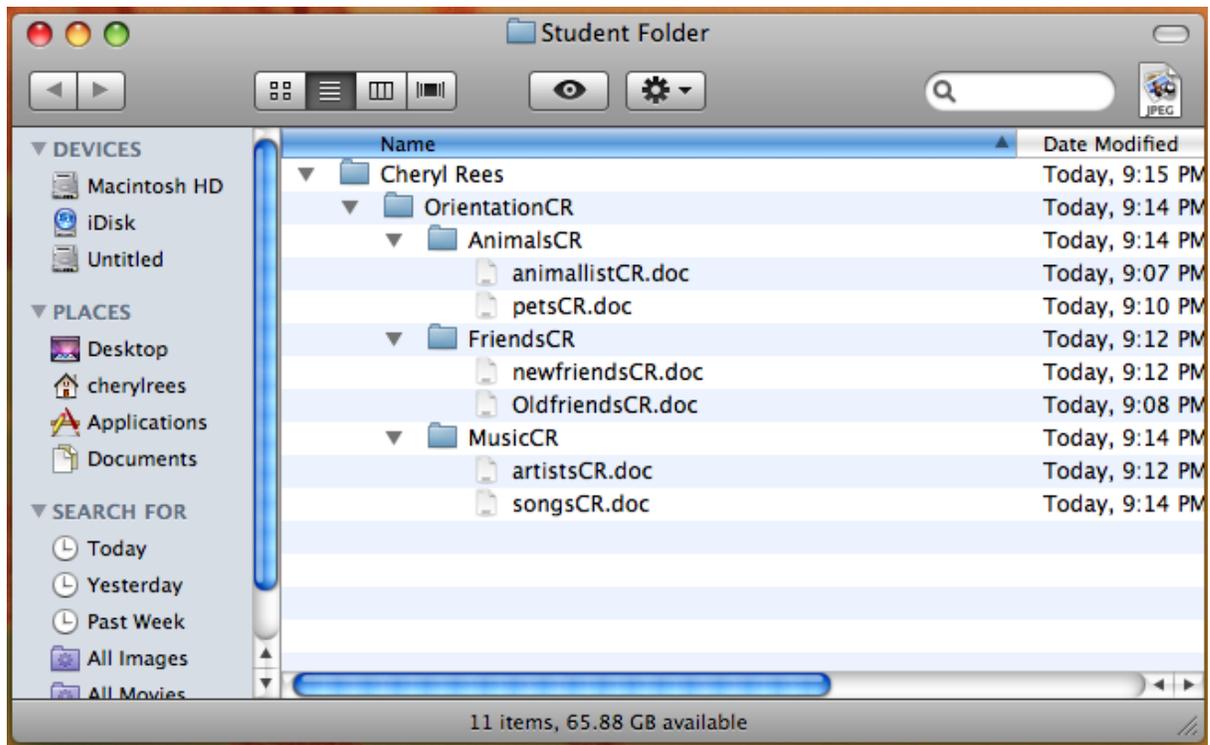
Open a new file in Microsoft Word. **List** the names of four new friends--people in this class?? **Save** the file as **new friends (your initials)**, and save it into the **friends folder**.

Open a new file. **List** the names of four songs you like. **Save** the file as **songs (your initials)**, and **save** it into the **music folder**.

HOW TO PRINT A LIST OF YOUR FILES:

Now you will print a listing of your files by following these instructions.

In the **FINDER**, locate the folder on the desktop (your student folder) that you want to print. Double-click to open it. In the Window Display, make sure the view is set the **LIST** view. When that window displays, make sure all triangles are pointing down so that you can see all the folders and all the files you have made (see illustration below).



To print a copy of your folder directory, you will have to take a **screen shot** of your directory. Hold down the following keys at the same time: **Command Key, Shift, 4**. Your pointer will turn into a target with crosshairs. **Click and drag** to select the window with your folder directory. When you release the mouse, a file will be created on the desktop called **Picture1**. Double-click to open the Picture File. **Go to File and select print**. **Print** to the **RICOH** printer.

Saving and Organizing Files Evaluation

Did student create "Your Name Folder"? 10 _____

Did student create "Orientation Folder"? 10 _____

Does Orientation Folder contain Animals Folder with appropriate documents?

..... 10 _____

Does Orientation Folder contain Friends Folder with appropriate documents?

..... 10 _____

Does Orientation Folder contain Music Folder with appropriate documents?

..... 10 _____

Did student print a copy of the Folder directory properly... 10 _____

STUDENT SCORE 60 _____/60