File Explorer Assignment

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Before starting this assignment, you should read the handout File Management in Windows 10   and **watch the videos in** File Management -- video instruction . After that, carefully work through the following steps. If you have questions, contact me.

1. Create a folder in your **Documents** folder called **School-yourname**. In the folder, create folders for each class you are taking this semester. If you are not taking other classes this semester, create few folders for some hypothetical classes.

2. In the folder you create for our class, create a folder named **Drawings** and a folder named **miscellaneous**

3. Use Microsoft Paint (Paint is an app in Windows) and create a picture of yourself and name it **Me** and save it in the **Drawings** folder.   It does not have to be an extensive picture. A simple stick figure is fine. If you are unsure how to use Paint, do a Google search and try to figure it out.   **About Paint:** Paint is a simple-to-use program that comes with Windows. You may sometimes need to create a quick picture, drawing, etc and Paint is quick easy solution.   There are more robust graphics design programs, such as Adobe Photoshop, but for quick tasks, Microsoft Paint is a good solution.   ***Quick Tip:*** if you take a screenshot, you can paste the screenshot into Paint and then edit it, adding text, arrows, etc.

4. **Copy** the **Me** picture into the **miscellaneous** folder.   (Hint: make sure you know the difference between copying and moving--be sure you've watched the videos)

5. Use Microsoft WordPad or Notepad and create a very short document telling little about yourself (WordPad and Notepad are apps in Windows). Name the file **A Bit About Yourname** and save it in the **miscellaneous** folder.   **About Wordpad and NotePad:** If you need a simple word processor, WordPad and Notepad are quick and easy-to use solutions.   Note that Wordpad is being discontinued in the latest versions of Windows. ***Quick Tip:*** Notepad is a "text only" word processor. It doesn't allow graphics, and has very limited formatting options.   For this reason, you can copy things from the web into Notepad and all the formatting will be removed. It is a quick way to "strip" formatting, pictures etc from things you copy from the web!

6. Expand all the folders in the School folder in the Navigation Pane. Use the Snipping Tool and take screen shot of the School folder and its subfolders in the navigation pane. Save the screenshot as **SchoolCapture-yourname** in your **School-yourname** folder. The screen shot should look similar to the following (Tip: you cannot expand the files like this in the "Quick Access" area, instead, look down in the navigation pane and look under "This PC."
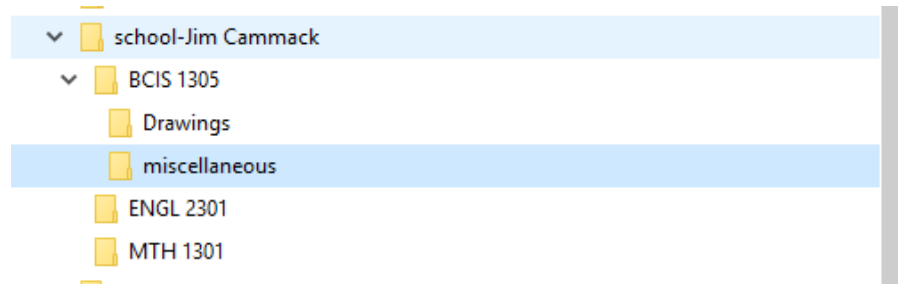
7. Rename the **me** file in the **miscellaneous** folder to **yourname-my masterpiece**
8. Rename the **miscellaneous** folder **About Me**
9. Change the settings to display file extensions on your computer
10. View the contents of the About Me folder and change the View to Large Icons.
11. Go to the LSCPA webpage and download the LSCPA logo into your **About Me** folder. (right-click on the logo to save it)

12. Select 2 nonadjacent files from **About Me** folder and take a screen capture of the folder showing the files are selected. It should look similar to the following (note: the logo may have a different extension than JPG).   Save the file as **AboutMeCapture**
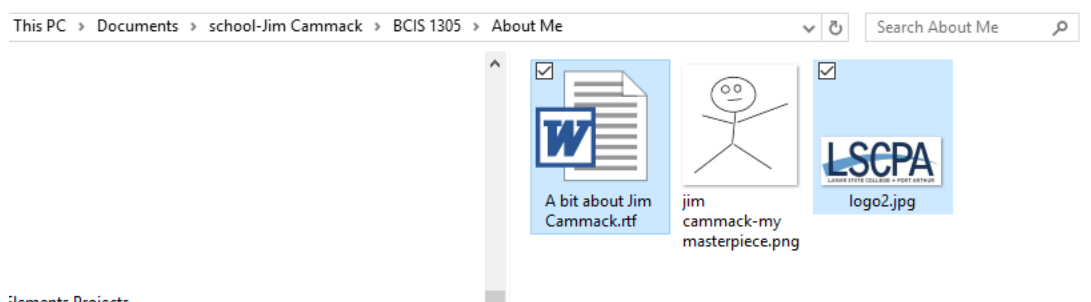
13. Copy the selected files from the **About Me** folder into the **Drawings** folder.

Submitting Your Assignment

In Blackboard, upload the following files. Note: when attaching multiple files to an assignment in Blackboard, so not submit the assignment until all of the files are attached.

1. SchoolCapture-yourname
2. yourname-my masterpiece
3. AboutMeCapture