**File Management**

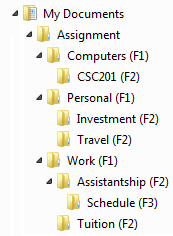
**Assignment**

Follow the instructions below, and submit it as instructed by the instructor.

1. Solve the spotlight exercise no1 p 167 and save it as Ex1.docx
2. In Windows Explorer, create a folder named **Assignments, let the location be**in “**My Documents” or “Documents”** depending on your operating system. Note to open explorer you can open my computer and then start navigating using explorer
3. In the new folder, create a directory structure as shown below. The names in **bold letters** are folder names.The folders with (F1) at the end means they are the top level folders, the folders with (F2)at the end of the naming means they are sub-folder level, and the one with (F3) at the end means they are sub-sub-folders. The others are ordinary files.  
   ***File Map***

|  |  |  |  |
| --- | --- | --- | --- |
| **Personal (F1)** | **Investment (F2)** | Book1.xls Investment.xlsx |  |
|  | **Travel (F2)** | Middle East Airlines.doc  **Yourname.doc** |  |
|  | Letter to the University.docx Letter to Instructor.docx |  |  |
| **Computers(F1)** | **CSC201(F2)** | Syllabus CSC201.docx |  |
|  | Ex1.docx |  |  |
|  |  |  |  |
| **Work(F1)** | **Assistantship(F2)** | **Schedule (F3)** | Schedule.docx |
|  |  | Letter.docx |  |
|  | **Tuition (F2)** | Tuition.xlsx |  |

1. On your screen, the above folder structure would look like this (without the files):



1. Create two word document files called Letter to the University.docx and Letter to Instructor.docx and save them in the folder called Personal (F1); the Letter to the University should contains the course name “CSC201” and the letter to the instructor should contains the CSC201 Instructor name.
2. Create and excel file called Book1.xls and save it in folder Investment (F2) this folder should contain an excel file “Book1” that contains two values 1000$ and 2000$ in any cell of the file; save it and then create another excel file in the same location called Investment.xlsx this file should contain the value 300.
3. In folder Travel (F2) create a document file called Middle East Airlines.docx and put the country name you wish to visit, then create in the same location another empty file and save it under your name
4. In the folder called Computers (F1) copy the already solved exercise in section A and call it Ex1.docx.
5. In folder CSC201(F2) I want you to copy the syllabus of the course CSC201, it is found on the blackboard.
6. In folder Assistantship(F2) create an empty file called Letter.docx
7. In the folder Schedule (F3), create a word file called Schedule.docx and put the time schedule of the CSC201.
8. In the folder called Tuition(F2) create an empty excel file called Tuition.xlsx.
9. When finished, Compress the folder assignment as done in class (or see below the print screen) right click 🡪 send to🡪 compressed folder.
10. Rename the compressed folder called assignment to a new name adding to it your first name and last name; for example the folder Assignment will become: Assignment Johnny Chaanine
11. Send this compressed file from your email to my email [jchaanine@ndu.edu.lb](mailto:jchaanine@ndu.edu.lb) and then explain in the email you sent the difference between copy and move.

**How to compress a file**