

Skills

This project develops the following file-handling skills related to Microsoft Windows® 7:

- Making a storage folder as a “child” of the “root folder” or as a sub-folder.
- Make a compressed (zipped) folder.
- Making a text file.
- Copying or moving a file to another folder.
- Renaming a file or folder.
- Deleting a file or folder.

Tips (to help you perform the numbered project steps at the bottom of the page)

- Be sure that the Windows® view properties under “folder options” are set so that the software does not hide the extensions such as `.txt` at the ends of filenames. To check this, click on the Windows Start button and open the Control Panel. Then select Appearance and Personalization and then Folder Options. Then click on the View tab and be sure that there is no check mark in the box entitled “Hide file extensions for known file types”. Then click the OK button at the bottom of that dialog box and close the Control Panel.
- For help using a USB memory stick, see the web page at:
<http://www.gibsonr.com/classes/howto/usbstick.html>
- To create a child folder within any folder window, right-click on the background of the white folder panel to produce a context menu. Then click on New, then Folder. After a brief delay, a new child folder should appear in the current folder window and the cursor will be automatically placed in a renaming mode by selecting (highlighting in blue) the initial folder name of “New Folder”. Change the folder name by typing the new name (eg. temp) on top of the old one and pressing the Enter key. If you want to open that folder now, you simply press the Enter key again (since the folder should still be selected).
- To copy files or folders into a compressed (zipped) folder, navigate to the parent folder containing the folder or file that you want to compress. Then right-click on that folder or file and select Send to, then Compressed (zipped) Folder. *If* you receive a dialog box entitled Compressed (zipped) Folders that asks you “Do you want to designate Compressed (zipped) Folders as the application for handling ZIP files”, click on the No button. After a brief delay, a new compressed folder should appear in the current folder window with a name matching the object you selected to compress and ending with a “.zip” extension.
- To create a text file within any folder window, right-click on the background of the white folder panel to produce a context menu. Then click on New, then Text Document. After a brief delay, a new text file should appear in the current folder and the cursor will be automatically placed in a renaming mode by selecting (highlighting in blue) the initial file name of “New Text Document.txt”. Change the file name by typing the new name (eg. address.txt) and pressing the Enter key.
- To open a text file, you simply click once on it’s icon to select it; then press the Enter key (or simply double-click on the icon). Click inside the Notepad window that opens and make any changes to the file that you want. Position the typing cursor using either the arrow keys on the keyboard or by clicking at the desired location. To save the changes, click on the menu items File and Save. To exit the Notepad program, click on the menu items File and Exit.
- To delete a file or folder, click once on it to select it; then press the Delete key on the keyboard. When the program asks if you are sure that you want to delete the file, click on the Yes button or press the Enter key.

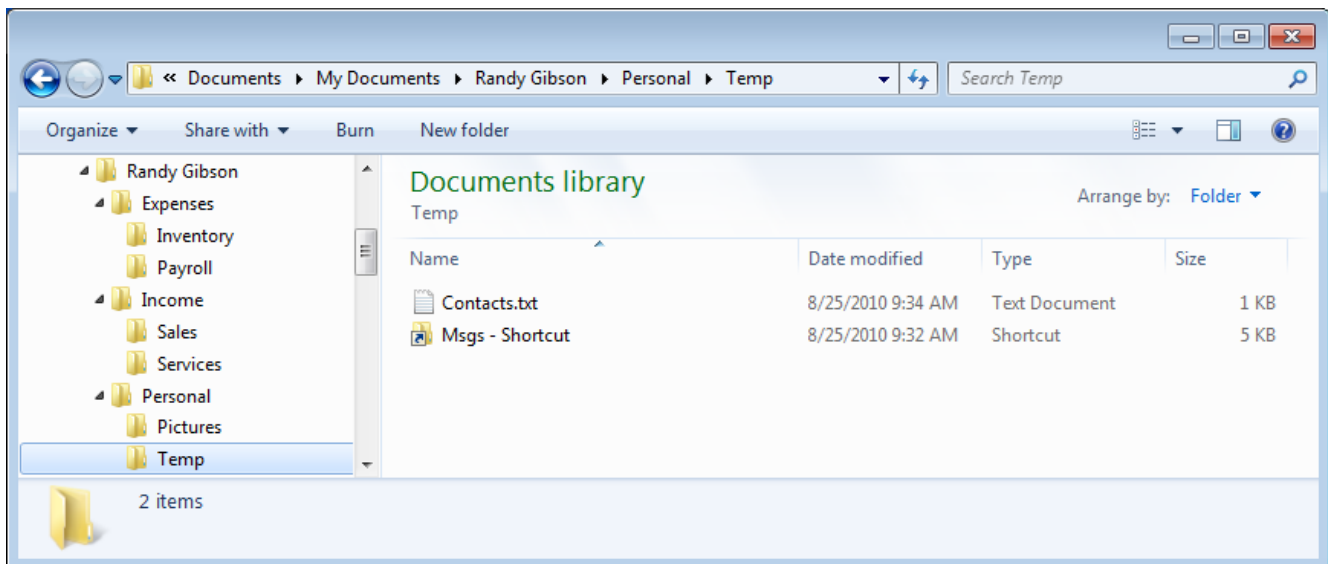
Steps

1. After starting the computer, open the Windows (File) Explorer program by clicking its yellow folder icon, which is pinned to the task bar near the Start button (at the lower left-hand corner of the screen). If the window is not already filling the screen, maximize it by double-clicking the blue title bar at the top of the window.
2. Choose a storage location for your project files and folders, such as your Documents folder. To do that, select Documents under your file Library area in the navigation pane on the left-hand side of the window.

3. Create a new child folder labeled with your full name (without spaces); for example “RandyGibson”.
4. In the left-hand panel Folders panel, click on your new folder to display its contents in the right-hand panel. It should be empty.
5. Make the following folders in your new one: **Expenses, Income, Personal, and Temp**
6. Open the **Expenses** folder and create two sub-folders in it named: **Inventory** and **Payroll**
7. Open the **Income** folder and create two sub-folders in it named: **Sales** and **Services**
8. Open the **Personal** folder and create two sub-folders in it named: **Msgs** and **Pictures**
9. Create a shortcut to the folder named **Msgs** and move the shortcut to the **Temp** folder.
10. Create a text file (not a folder) named **Address.txt** in the **Personal** folder. Open it and type your home address in it. Then save it and close it.
11. Copy the **Address.txt** file to the **Temp** folder.
12. Rename the **Address.txt** file in the **Temp** folder to be **Contacts.txt** instead.
13. Move the **Temp** folder into the **Personal** folder.
14. Delete the folder named **Msgs**.

Results

When you are done, expand each parent folder you created by clicking the small triangle [▶] in front of each name in the Navigation pane, then click on the **Temp** folder. If you did the project correctly, your Explorer window should look similar to the one below.



Submission Instructions

1. Return to the folder in which you started the project (eg. My Documents) and copy the folder labeled with your name (eg. RandyGibson) into a new compressed (zipped) folder. (See tip about this above). Then, rename the newly created zip file to be “CGS1100WindowsProject.zip” (without spaces). Be sure that the name still ends with a “.zip” extension.
2. Login to the IRSC Online (Angel) Server and use the “Windows Project” drop box under the “Lessons” tab to attach your compressed (zipped) folder as described on the step-by-step directions at: [http:// www.gibsonr.com/classes/howto/onlinesubm.html](http://www.gibsonr.com/classes/howto/onlinesubm.html)