

File Management – exercise 1

Name _____ Date _____

1. Open **My Documents** (Start button – My Documents).
2. **Create a folder** (look across top of page or down left hand panel for **New Folder**) and name it **Numbers** (followed by your name), eg. **NumbersTracey**.
3. **INSIDE** the Numbers (your name) folder, create **2 subfolders** and name them **Odd** and **Even**.
4. Open **Word** and type in the following text:
Apollo 11 was the spaceflight that landed the first humans, Americans Neil Armstrong and Buzz Aldrin, on the Moon on July 20, 1969.
5. Save the file with the file name **Eleven** into the **Odd** folder. Close the file and the Word application.
6. Open **Word** and type the following text:
The Three Musketeers is a novel by Alexandre Dumas. It is set in the 17th century and it recounts the adventures of a young man named d'Artagnan after he leaves home to travel to Paris, to join the Musketeers of the Guard.
7. Save the file with the filename **Three** into the **Odd** folder. Close the file and the Word application.
8. Open **Word** and type the following text:
The seven deadly sins, also known as the capital vices or cardinal sins are currently recognized to be wrath, greed, sloth, pride, lust, envy, and gluttony.
9. Save the file with the filename **Seven** into the **Odd** folder. Close the file and the Word application.
10. Open **Word** and type the following text:
**In Britain we have four seasons that divide up our year. They are:
Spring – March to May
Summer – June to August
Autumn – September to November
Winter – December to February**
11. Save the file with the filename **Four** into the **Even** folder. Close the file and the Word application.
12. Open **Word** and type the following text:
**Henry VIII had six wives who were:
Catherine of Aragon – 1509 to 1533 - divorced
Anne Boleyn – 1533 to 1536 - beheaded
Jane Seymour – 1536 to 1537 - died
Anne of Cleves – January 1540 to July 1540 - divorced
Katherine Howard – 1540 to 1542 - beheaded
Katherine Parr – 1543 to 1547 - widowed**
13. Save the file with the filename **Six** into the **Even** folder. Close the file and the **Word** application.

Well done!