

File Management – exercise 2

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 **Food(followed by your name)**, e.g. **FoodTracey**.
3. **INSIDE** the **Food(your name)** folder, create **3 subfolders** and name them **Fruit, Veg** and **Salad**.
4. Open **Word** and type in the following text:
The lemon is a small evergreen tree native to Asia which has yellow fruit. The fruit's juice, pulp and peel, especially the zest, are used as foods. The distinctive sour taste of lemon juice makes it a key ingredient in drinks and foods such as lemonade.
5. Save the file with the file name **Lemon** into the **Food(yourname)** folder. Close the file and the Word application.
6. Open **Word** and type in the following text:
The carrot is a root vegetable, usually orange in colour, though purple, red, white, and yellow varieties exist. It has a crisp texture when fresh.
7. Save the file with the filename **Carrot** into the **Food(yourname)** folder. Close the file and the Word Application.
8. Open **Word** and type in the following text:
Pasta is a type of noodle and is a staple food of traditional Italian cuisine, with the first reference dating to 1154. It is also commonly used to refer to the variety of pasta dishes. Pastas may be divided into two broad categories, dried (pasta secca) and fresh (pasta fresca).
9. Save the file with the filename **Pasta** into the **Food(yourname)** folder. Close the file and the Word application.
10. Open My Documents and open the **Food(your name)** folder. Rename the **Veg** subfolder so it becomes **Vegetables**.
11. Delete the **Salad** sub folder.
12. Click and drag the file named **Lemon** into the **Fruit** folder.
13. Click and drag the file named **Carrot** into the **Vegetables** folder.
14. Open **Word**. From within the program locate and open the file called **Pasta**. (Click on the Office Button, then on Open. My Documents should now be displaying an alphabetical list of the folders and files it contains. Look down the list to find the file called **Pasta**, double click your mouse on it and it will open.)
15. When open leave a clear line space after the first paragraph and type in the following text:
Pasta is generally served with some type of sauce; the sauce and the type of pasta are usually matched based on consistency and ease of eating. Northern Italian cooking uses less tomato sauce, garlic and herbs. In Northern Italy white sauce is more common.
16. Save the file with the **new** filename of **Pasta2** in the **Food(yourname)** folder.

