

COSC 1301

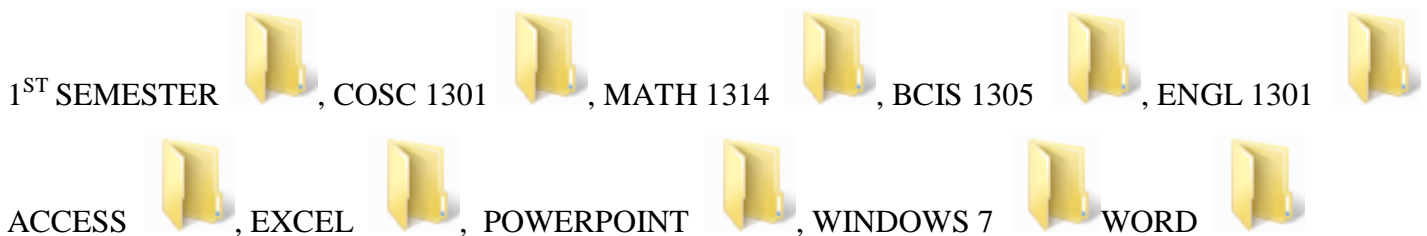
FILE MANAGEMENT ASSIGNMENT

The purpose of this assignment is to learn to create an efficient folder structure and interpret file specifications and paths. To better familiarize yourself with the outcomes addressed in this assignment, please review pages WIN2-WIN29, WIN34-WIN57 (textbook supplement Microsoft Windows 7 Essential)

I. Go to the Windows desktop. Proceed to **create** a folder in an empty area, use “your name” as the folder name.



II. Proceed to **create** the following folders, position each of them around the folder created in step I:



III. Perform the following file operations:

***Move** folders COSC 1301, MATH 1314, BCIS 1305, and ENGL 1301 into the 1ST SEMESTER folder.

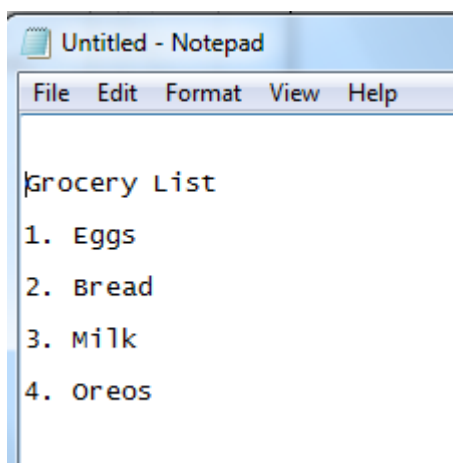
***Move** folders ACCESS, EXCEL, POWERPOINT, WINDOWS 7, and WORD into the COSC 1301 folder.

***Move** the 1st Semester folder into the folder with your name on it.

*Finally, **move** (not copy) the folder with your name on it onto your USB drive. **Do Not Leave Your Folders Behind On The Desktop.**

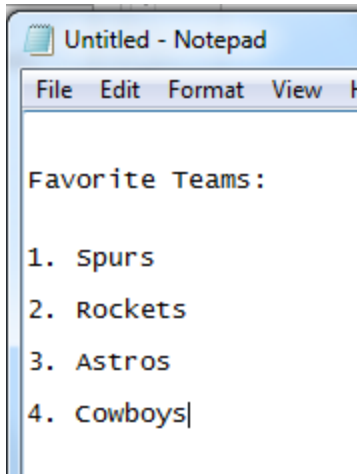
IV. Using Notepad. Notepad is a Windows 7 utility, in particular, a text editor. Proceed to perform the following operation in Notepad (you access Notepad from the Start menu):

a. **Create** the following file:



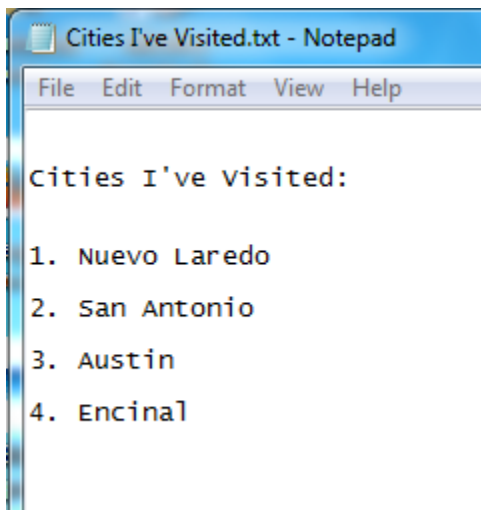
Save the file as “Grocery List” in the BCIS 1305 folder

b. Create the following file:



Save the file as “Favorite Teams” in the EXCEL folder

c. Create the following file:



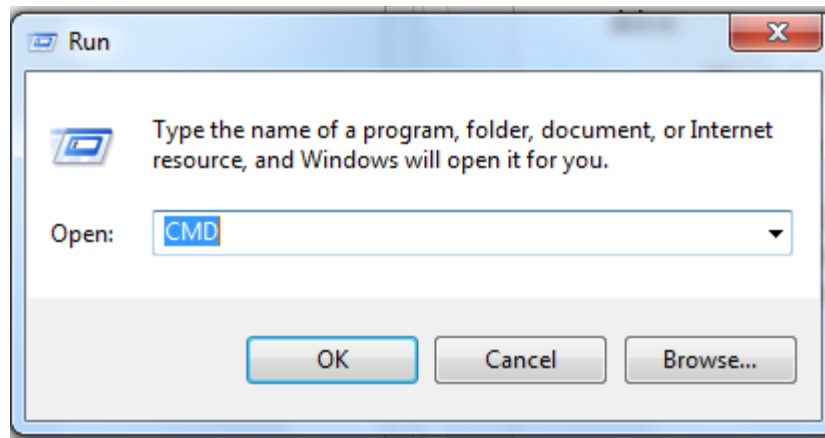
Save the file as “Cities I’ve Visited” in the POWERPOINT folder.

V. Open your USB drive. Locate the folder with your name. Rename the folder as follows:

From “Robert Moore” To “**Student** Robert Moore”.

VI. Was everything done correctly? Use the “TREE” DOS command to confirm your USB content.

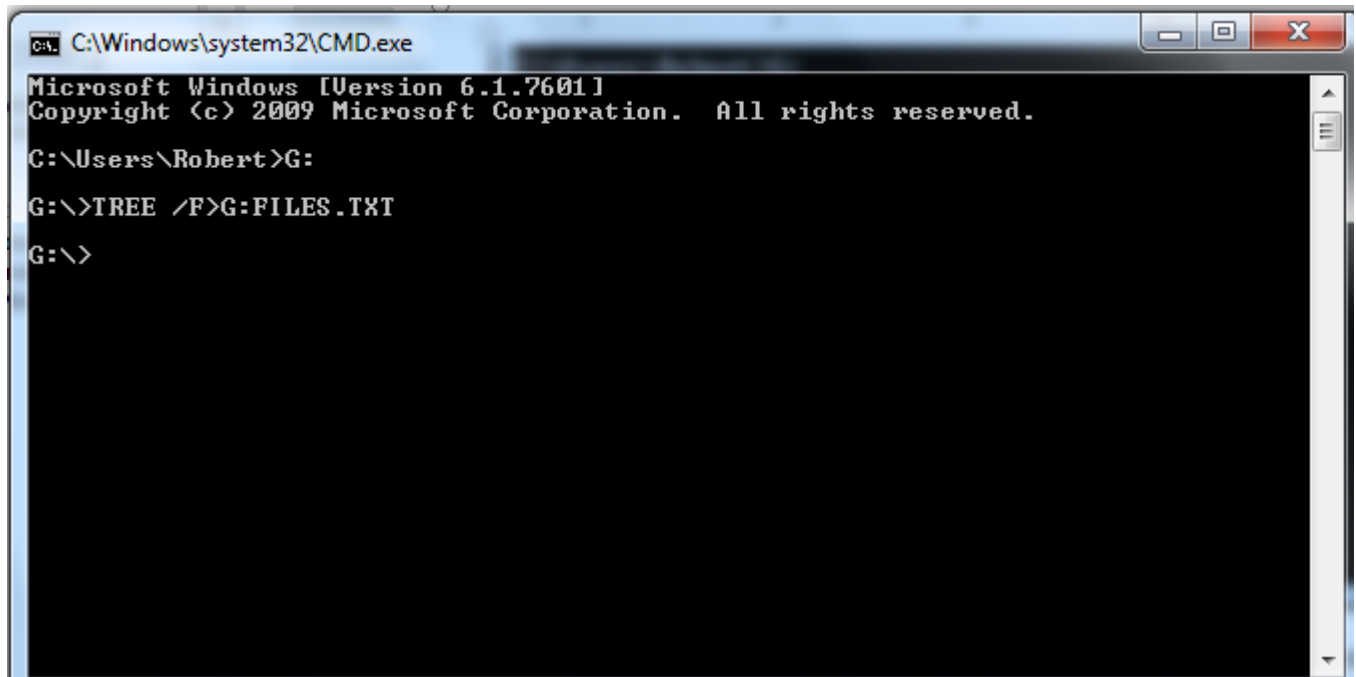
- a. Click the “Start” button to display the “Start” menu
- b. Search for the “Run” option on the start menu. Select “Run” when it appears on the Start menu.
- c. When the “Run” window displays, enter the “CMD” command as shown below:



Click the “OK” button

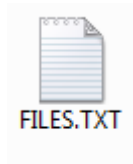
- d. A new window now displays along with a system prompt. At the system prompt, enter the drive letter that represents your USB drive followed by a colon and press the Enter key.
- e. The system prompt should now display the drive letter representing your USB drive.
- f. At the prompt, enter the following command: (In this example, G: is the drive letter that represents my USB drive, if your USB drive is different, enter the correct drive letter) Enter the command as displayed below:

TREE /F>G:FILES.TXT



After entering the command and pressing the Enter key, if executed correctly, you should be displaying your USB drive letter (as shown above) if so, type the command “EXIT” to close the “CMD” window and return to the desktop

Execution of this command creates a file named “FILES.TXT” on your USB drive, this file will display your storage drive hierarchy.



- VII. Return to Notepad. Open the “FILES.TXT” file just created. (Go to the File menu and select the Open option – search for the file on your USB drive)

Once the file is opened you should be displaying the names of all the files and folders you created during this assignment (as well as all previously created files).

You should at **minimum** have what I’m displaying below. You will be penalized for any missing content requested from this assignment:

```
FILES.TXT - Notepad
File Edit Format View Help
Folder PATH listing for volume KINGSTON
Volume serial number is 7CF1-C81B
G:.
"
"
"AAAASTUDENT ROBERT MOORE
"  AAAA1ST SEMESTER
"    AAAABCIS 1305
"      Grocery List.txt
"
"    AAAACOSC 1301
"      AAAAACCESS
"      AAAAEXCEL
"        My Favorite Teams.txt
"
"      AAAAPOWEROPOINT
"        Cities I've Visited.txt
"
"      AAAAWINDOWS 7
"      AAAAWORD
"    AAAAENGL 1301
"    AAAAMATH 1314
```

- VIII. Submit your file “FILES.TXT” through the Assignments page in Canvas.

- IX. **The End.**