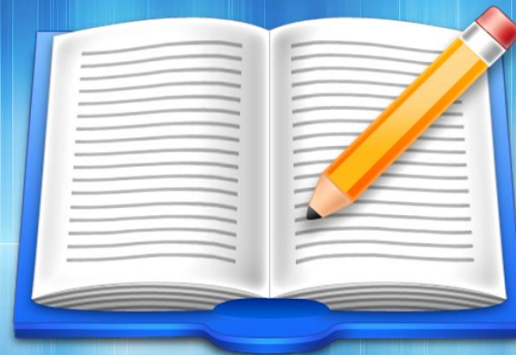




ORGANIZING FILES & FOLDERS

CHAPTER 5.2 - EXERCISES



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EXERCISE 1

- If you make a searching in your computer by using the following keywords, what file results will you take back? Give some possible examples.

1) *.jpg

4) a*.mp3

2) test.*

5) photo???.gif

3) *.*

6) ?.wma

EXERCISE 2

- Chapter 5 – Activity 3 (School book p. 144)
 - Design an proper **tree structure** for the computer you are using inside school labs, so the files created by other students of the school to be efficiently organized and saved on your hard disk.
 - For example, your tree structure may be organized by school year, grade, class etc.

EXERCISE 3

- Chapter 5– Activity 4 (School book p. 144)
 - Place your mouse pointer over an icon (of a file and folder) you have created before.
 - Right click on it and select Properties from menu. What kind of information is provided to you?
 - Fill the table of the following slide.

Properties of files and folders

Select Properties on a file and fill the following:

File Name : _____

File type : _____

Size : _____ (KB)

Opens with : _____

Created : _____

Select Properties on a folder and fill the following:

Folder Name : _____

File type : _____

Size : _____ (KB)

Contains : _____

Created : _____