

Lab 2

Activity Name	Demonstration Notes
Objective 6: Copy Files from a Removable Storage Device to the Hard Disk Drive	
<p>2.12 Copying Files from a Removable Storage Device to the Documents Library on the Hard Disk Drive</p>	<ul style="list-style-type: none"> With your USB drive inserted, click Windows Explorer on the taskbar. Click your USB drive to display the contents. Navigate to the student files for Chapter 02. Right-click on the Bell_Orchid folder. On the shortcut menu, point to Send to. On the Send to submenu, click Documents. When the copy is complete, close the window.
Objective 7: Navigate by Using Windows Explorer	
<p>2.13 Pinning a Location to a Jump List</p>	<ul style="list-style-type: none"> On the taskbar, click the Windows Explorer button. In the file list, double-click Documents. In the file list, point to the Bell_Orchid folder, hold down the left mouse button, and then drag the selected folder down to the Windows Explorer button on the taskbar. Release the mouse button. Notice the Jump List. Click anywhere to close the Jump List. Close the Documents window. Right-click the Windows Explorer button to display the Jump List. Click Bell_Orchid.
<p>2.14 Navigating by Using the Address Bar</p>	<ul style="list-style-type: none"> In the address bar, click the location icon one time. Click a blank area of the file list to cancel the display of the path. Click the C: hard disk drive under Computer. Note the path change. Click your USB drive and notice the location icon. On the address bar, click the Back button two times to redisplay the Bell_Orchid folder window. To the right of the Forward button, click the Recent Pages button. Close Windows Explorer.

Objective 8: Create, Name, and Save Files	
<p>2.15 Pinning a Program to the Taskbar</p>	<ul style="list-style-type: none"> From the Start menu, locate Microsoft Excel. Point to the program name, and then drag the program to the taskbar. Release the mouse button. Using the same technique, pin the Word program to the taskbar. Click anywhere to close the Start menu.
<p>2.16 Naming and Saving Files in Word</p>	<ul style="list-style-type: none"> On the taskbar, click the Word icon to start the program. Maximize the Word window if necessary. Click the Show/Hide button to display the formatting marks. On the View tab, in the Show group, be sure the Ruler check box is selected. In the Word window, type Operations will view the data at a later date. Press the F12 key to open the Save As dialog box. Point out that the default file type is Word Document and that Word uses the first words as the File name. Select the text in the File name box and type Operations_Project as the File name. Click Save. Close the Word window.
Objective 9: Create Folders and Rename Folders and Files	
<p>2.17 Creating Folders and Renaming Folders and Files</p>	<ul style="list-style-type: none"> Right-click Windows Explorer. From the Jump List, click Bell_Orchid. In the address bar, click the arrow to the right of Bell_Orchid, and then click Corporate. Click the arrow to the right of Corporate, then click Information_Technology. Click the arrow to the right of Information_Technology, and then click Pictures. If necessary, sort by name. Click the View button arrow, and set the view to Content. On the toolbar, click the New folder button. With the New folder name selected, type Beach and press Enter. Create another new folder with the name France Point to the France folder and right-click. From the menu, select

	<p>Rename. Type Paris and press Enter.</p> <ul style="list-style-type: none"> Point to the first Blossoms file and click one time to select it. Click the file one time again to select the text. Delete the final s Type _White and then press Enter. Create a Snip of the window. Save on your USB drive as a JPEG file with the name Lastname_Firstname_2B_Folder_Snip Close the Snip window only.
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Objective 10: Select, Copy, and Move Files and Folders

<p>2.18 Selecting Groups of Files or Folders in the File List</p>	<ul style="list-style-type: none"> With the Pictures folder open, in the file list, click one time on the file Blossom_White, if it is not already selected. Hold down the Shift key, and then click the file Fountain. Click another file to cancel the selection. Select the file Beach, hold down the Ctrl key, then click the file Fountain, and then click the file Blossoms. With the files selected, release the Ctrl key. Click another file to deselect the files. Leave the window open.
<p>2.19 Copying Files</p>	<ul style="list-style-type: none"> With the Pictures folder open, point to the file Beach, and right-click. From the shortcut menu, click Copy. At the top of the file list, point to the Beach folder, right-click, and then click Paste. Open the Beach folder to see the copy of the Beach file. Rename this file Swimming. Using the address bar, redisplay the Pictures folder. Double-click the Paris folder to open it. Right-click and click Paste. Rename the file Paris_Swimming. Using the address bar, redisplay the Pictures folder. Leave this folder open.
<p>2.20 Moving Files</p>	<ul style="list-style-type: none"> With the Pictures folder open, click the file Fountain to select it. Hold down the Ctrl key, and then click Italy and Sorrento. Right-click on one of the selected files, and on the shortcut menu, click Cut. Point to the Paris

	<p>folder, right-click, and then click Paste. Then open the Paris folder.</p> <ul style="list-style-type: none"> • On the address bar, click the Pictures folder to move up a level. In the file list, select Trail, then hold down the Ctrl key, and click Venice and World_Garden. Drag the three files up to the Paris folder. • Create a Snip of the window. Save on your USB drive as a JPEG file with the name Lastname_Firstname_2B_Move_Snip Close the Snip window only.
<p>2.21 Copying Files to a Compressed Folder</p>	<ul style="list-style-type: none"> • On the address bar, click Information_Technology to move up a level. Double-click the Future_Hotels folder. Maximize the window. Click the View button, and set the view to Medium Icons. • Hold down the Ctrl key, and then select Marketing_London, Financials_London, and Loans_London. Release the Ctrl key, point to any of the selected files, right-click, point to Send to, and then click Compressed (zipped) folder. With the zipped file highlighted, type London Press the Enter key twice. • Create a Full-screen Snip. Save on your USB drive as a JPEG file with the name Lastname_Firstname_2B_Compress_Snip Close the Snip window. • Restore down the window and then close the window.