

**CAO 152 Intro to Windows for the PC  
Homework Assignment #3**

1. Create a folder on a floppy disk called Plants.
2. Create a folder inside of the Plants folder called Flowers.
3. Create a second folder inside of the Plants folder called Trees.
4. Open a Word document and type: "I am a poppy." Save the file in the Flowers folder. Call the file Poppy.
5. Open a Paint document and make a simple tree. Save the file in the Trees folder. Call the file Pine.
6. Close the Poppy document.
7. Using My Computer, copy the Poppy document and paste it into the Plants folder.
8. Change the name of the Poppy document (the one saved in the Plants folder) to Rose.
9. Move the Rose document to the Flowers folder.
10. With the Pine document still open in Paint, save the file again, but this time save it to the Flowers folder.
11. Close the Pine document.
12. Change the name of the Pine document (the one saved in the Flowers folder) to Daisy.
13. Delete the Poppy file from the Flowers folder.

14. Create a Word document called HW3 and save it to the Homework folder for this class.
15. In the HW3 document, type your name in the upper right hand corner of the header and the name of the course underneath your name. **Type** the following statements with the blanks filled in with the correct information. Underline the information you typed in to complete each statement.
16. The Plants folder contains \_\_\_\_\_.
17. The Flowers folder contains \_\_\_\_\_.
18. The Trees folder contains \_\_\_\_\_.
19. The Rose file contains the following text: \_\_\_\_\_.
19. The purpose of the Recycle Bin is \_\_\_\_\_.
20. Other people (can or can't) see my files on a shared drive? Explain your answer.
21. Creating a short cut on the desktop for a file is helpful because \_\_\_\_\_.
22. Save the changes to this file on a floppy disk.
23. Save the file again as HW3yourname (ex: HW3Fred) on the shared drive in the folder called JanineB.
24. Copy that file and save it into the folder on the shared drive with your name on it.
25. Move the original file in the JanineB folder to the folder called Janine. Print the file and hand it into your instructor at the end of this class or the beginning of the following class.