

CAO 152 Intro to Windows for the PC Homework Assignment #4

1. Make sure you have the files needed for the assignment. They are barn, quilt, silent, wordbsc, readme, and blanks2.
2. Create a folder on a floppy disk called Fruit.
3. Move barn, quilt, silent, wordbsc, readme, and blanks2 into the folder called Fruit.
4. Create a folder inside of the Fruit folder called Apple.
5. Create a second folder inside of the Fruit folder called Orange.
6. Create a folder inside of the Apple folder called Golden.
7. Move the files barn and quilt to the Apple folder.
8. Move wordbsc and readme to the Orange folder.
9. Delete the file silent.
10. Copy barn and paste it into the Golden folder.
11. Change the name of the blanks2 file to be your first name.
12. Open the file called your first name and fill in the answers where there are blanks. Make sure the answers are underlined.
13. Save the changes to the file called your first name and print it out to turn into the instructor.