

CAO 152 Intro to Windows for the PC Homework Assignment #5

1. Make sure you have the files needed for the assignment. They are Algebra, blanks3, Formulas for Mat154 Final, gradebook, gradebookzip, index, Intro to Windows, Mat152a Formula Sheet, practice hours and project plan.
2. Create a folder on a floppy disk called Applications.
3. Move Algebra, blanks3, Formulas for Mat154 Final, gradebook, gradebookzip, index, Intro to Windows, Mat152a Formula Sheet, practice hours and project plan into the folder called Applications.
4. Create a folder inside of the Applications folder called Word.
5. Create a second folder inside of the Applications folder called Excel.
6. Create a folder inside of the Excel folder called Excel Zip.
7. Create a third folder inside the Applications folder called PowerPoint.
8. Create a fourth folder inside the Applications folder called FrontPage.
9. Move the files Formulas for Mat154 Final and Mat152a Formula Sheet to the Word folder.
10. Move gradebook and practice hours to the Excel folder.
11. Move the file gradebookzip to the Excel Zip folder.
12. Move index and project plan to the FrontPage folder.

13. Move Algebra and Intro to Windows to the PowerPoint folder.
14. Delete the file index from the FrontPage folder.
15. Copy project plan and paste it into the Applications folder.
16. Rename the project plan file in the Applications folder to my project.
17. Move the file my project to the FrontPage folder.
18. Change the name of the blanks3 file to be your first name.
19. Open the file called your first name and fill in the answers where there are blanks. Make sure the answers are underlined.
20. Save the changes to the file called your first name and print it out to turn into the instructor.