

## **Directions for Quiz 2**

### **CAO 152 Intro to Windows**

1. Make sure you have a disk with the needed files for this quiz. They are blanks, colors, fox, and prices.
2. Create a folder called Stuff.
3. Move blanks, colors, fox, and prices into the Stuff folder.
4. Create a folder called Spreadsheet in the Stuff folder.
5. Move prices into the Spreadsheet folder.
6. Create a folder called Picture in the Stuff folder.
7. Move colors into the Picture folder.
8. Create a folder called Word Processing in the Stuff folder.
9. Move blanks and fox into the Word Processing folder.
10. Create a Word document with your name as the file name and save it into the Word Processing folder.
11. Type three things you like about this class into the document with your name on it.
12. Type something you think would help to improve this class in the document with your name on it.
13. Once the file with your name is saved, then print it out to be turned in with your quiz when it is completed.
14. Open the file called blanks.
15. Replace the blanks with your answers. Make sure to underline your answers.
16. Save the blanks document with your answers in it. Then print it out to be turned in with the other document you printed in step number 13.
17. Copy the Stuff folder to the shared drive in the Janine folder which is contained in the JanineB folder.