

Exemplar Exercise Foundation Level

5275 Using the Computer and Managing Files

You are working as an administrator in a large office and have noticed that the files stored on the computer are not very well organised.

Complete the following tasks:

1. Create a directory or folder within the C:\CIE\ folder and name it **Railway Project**
2. Create a sub-directory or folder in the Railway Project (C:\CIE\Railway Project\) directory you have just created and name it **Construction**
3. Move the file Purchase.doc from C:\CIE\ to the Construction directory created in task 2.
4. Create a sub-directory or folder within the Railway Project directory and name it **Staffing**
5. Re-name the file costs.xls found in the directory C:\CIE\Accounts\ to **Resources.xls**
6. Move the file C:\CIE\Accounts\Resources.xls to the directory C:\CIE\Railway Project\Construction\
7. Find the file C:\CIE\Railway Project\Construction\Resources.xls
 - a. Using the properties facility write down the size of the file
 - b. Open the file
 - c. Add the text 'Updated by Administrator'
 - d. Close and save the file using the existing file name and location
 - e. Write down the new file size
8. Copy the file C:\CIE\Documents\Staff Rota.doc to the directory C:\CIE\ Railway Project \Staffing\