

**Exemplar Exercise Mark Scheme  
Foundation Level**

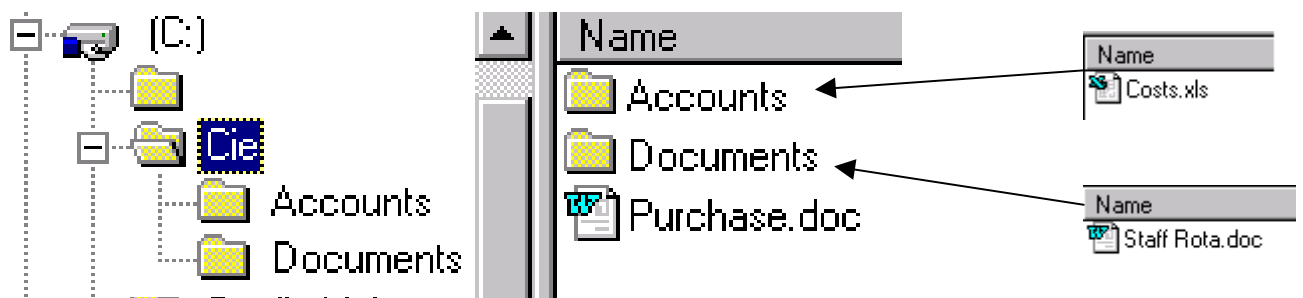
**5275 Using the Computer and Managing Files**

<b>Question</b>	<b>Result</b>	<b>Marks</b>
1	Created in correct place	1
	Correct Name (C:\CIE\Railway Project)	1
2	Created in correct directory	1
	Correct Name (C:\CIE\Railway Project\Construction\)	1
3	Moved to correct directory	1
	Correct Name (C:\CIE\Railway Project\Construction\Purchase.doc)	1
4	Created in correct directory	1
	Correct Name (C:\CIE\Railway Project\Staffing\)	1
5	File renamed to Resources.xls	1
6	File cut from C:\CIE\Accounts\Resources.xls	
	Moved to correct directory (C:\CIE\Railway Project\Construction\Resources.xls)	1
7	Initial file size (13.5mb)	1
	Amended file size (14.5mb)	1
8	Filed copied to correct location (C:\CIE\Railway Project\Staffing\Staff Rota.doc)	1

**Exemplar Exercise Worked Example  
Foundation Level**

**5275 Using the Computer and Managing Files**

The folder structure and position of the files should have changed from this:



To this:

