



Projects: Windows 7

Windows 7 Lesson 2: File Management Solutions

[50 pts] After viewing the Windows 7 File Management videos, work in Windows 7 to complete the following steps.

1. Turn on your computer to launch Windows 7, if necessary.
2. Click the Start button, open the Pictures folder, and then double-click the Sample Pictures folder to display the sample pictures. Maximize the Sample Pictures folder.
3. [5 pts] Click a sample picture of your choice. What is the image filename? [Answers will vary. Example: Penguins.jpg]
4. [5 pts] Review the details pane for your picture. When was the photo taken, and what is its size? [Answers will vary. Example: 7/14/2009 759 kb]
5. Click and drag the sample picture into your Documents folder.
6. Click the Documents link under the Libraries heading. Click the Views icon and use the sliding handle to display the different views.
7. [5 pts] Right click on "Documents" under the Libraries heading and choose 'New' then 'Folder'. Type **Lesson 2** as the title of the new folder. Drag the sample picture into the Lesson 2 folder. What happens to the folder icon? The folder icon gets created and is named Lesson 2
8. Drag the Lesson 2 folder to the Desktop area located under 'Favorites'. Click the Restore Down button on the Windows Explorer window to return the window to its previous size.
9. [5 pts] View the 'Lesson 2 folder on the desktop. How does a shortcut folder differ from a regular folder? A shortcut links to a resource where the folder is an actual resource.
10. Right-click the Lesson 2 – Shortcut folder and then click Rename. Type **Link to Lesson 2** as the title of the folder.
11. Close the Windows Explorer window.
12. Click the Start button, and then type **wordpad** in the Search programs and files box. Click the WordPad program option that appears in the Programs results list to open WordPad.
13. In the WordPad program window, type **Sample file for Lesson 2**, press the [Enter] key, and then type your name. Click the WordPad icon to the left of 'Home' and then click on 'Save' located in the upper left hand corner menu. This will bring up the 'Save As' dialog box. Click Desktop in the Favorites area. Type **Sample** as the File name, and then click the Save button. Close the WordPad window.

14. [5 pts] Where is the Sample file? On the Desktop
15. [5 pts] Drag the Sample file to the Link to Lesson 2 folder. Double-click the Shortcut to Lesson 2 folder on the desktop. What path appears in the address bar? Libraries – Documents – My Documents – Lesson 2
16. [5 pts] Click Organize, point to Layout, and then click Preview pane. Click your sample picture. What appears in the Preview Pane? Picture of Penguins.jpg
17. [5 pts] Click the Sample file. What appears in the Preview Pane? Text from the sample file.
18. Right-click the Sample file. Point to Open with, and then click Choose default program. Click WordPad, and then click the OK button.
19. [5 pts] Double-click the Sample file to open it in WordPad. Position the insertion pointer after your name, and then press the [Enter] button. Type the name of your sample picture. Click the WordPad icon in the upper left hand corner of the window and then click Exit. What happens when you click Exit? It asks if you want to save the changes.
20. Click the Save button to save the changes to your file.
 1. [5 pts] Resize the Windows Explorer window and drag it so that the Shortcut to Lesson 2 folder is visible on the desktop. Click the Sample file to display the contents in the Preview Pane. Press the Print Screen button to print the desktop. (Ask your instructor for assistance.)
 2. Close any open windows and programs and submit your answers to your instructor.