

A Day at the Zoo – Windows File Management Intro to Computers Main Exercise

Requires a computer with Windows Operating System

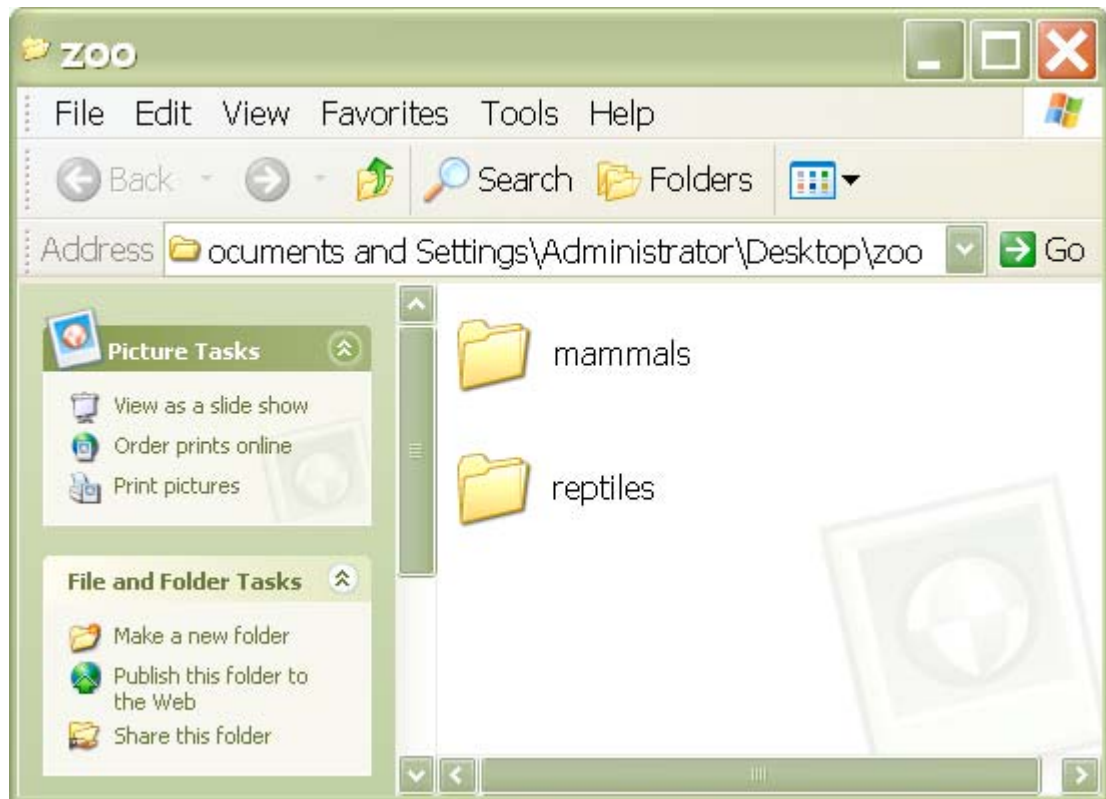
Assumes 1 user per computer, but can be adapted easily for 2 per comp.

Demo on screen then have users try

Create one folder on your Desktop

Name it “Zoo”

(Use Right click method / New / Folder)



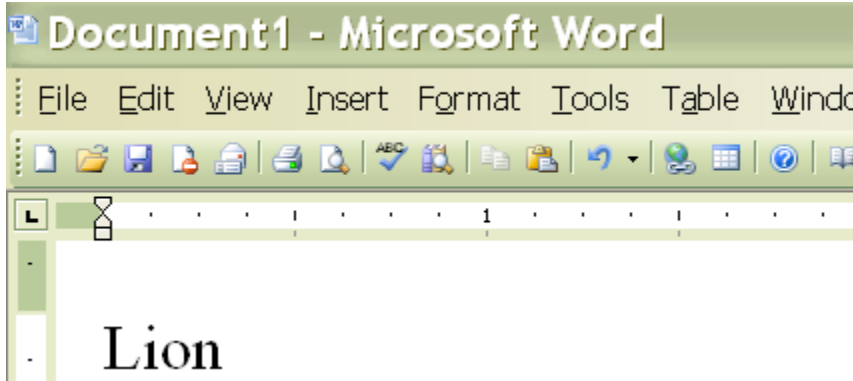
Inside this folder

create two other folders called

“mammals”

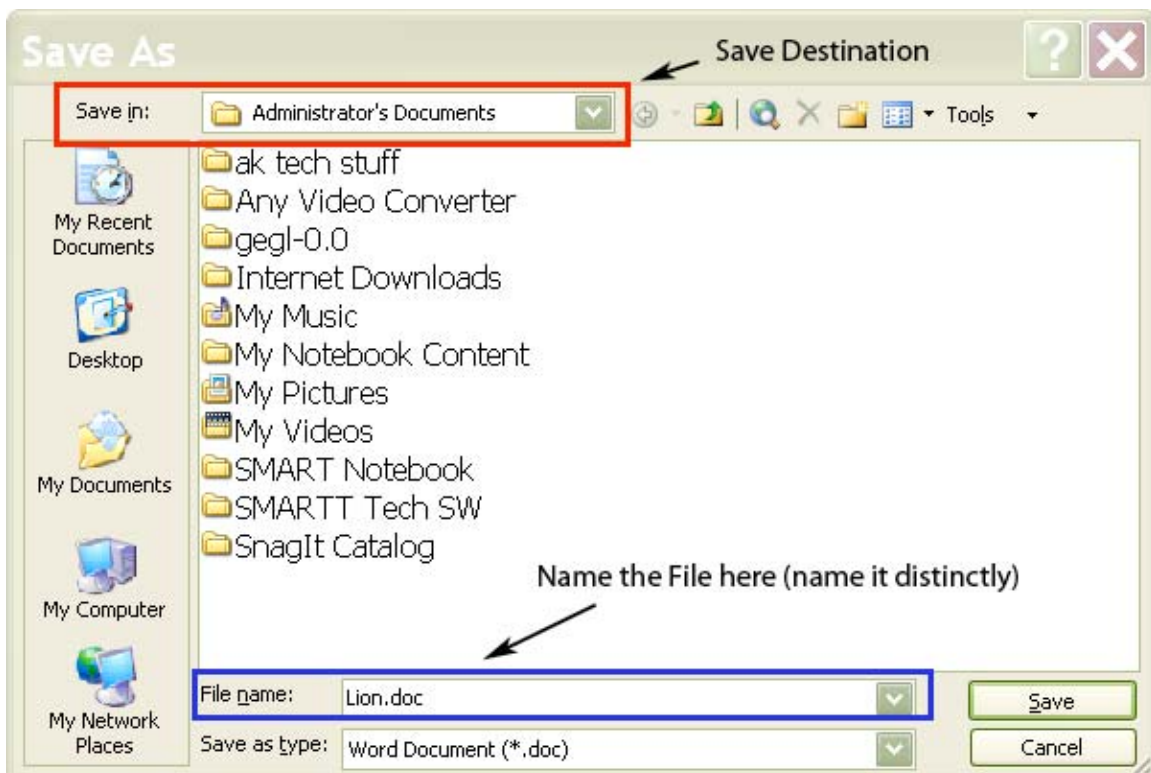
“reptiles”

Then create at least 4-5 word docs (repetition is key do more if needed) containing the name of an animal (reptile, mammal etc...) File name should be the same.



Saving

Then have them file it using the Save Dialog box. Make sure people are aware of Save In: destination and File Name: designation When mistakes are made, have the students find the file visually in Windows and then re-file the file using click and drag OR also Cut and Paste to file the file correctly.



Note:

Take your time on this. It is the essence of using a computer.

Advanced Task – Create a Folder as you Save

Create a word doc with the word : Shark

Then create a new category folder: FISH

using the SAVE dialog box only.

hint use Create New Folder button in Dialog.

