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FREQUENTLY ASKED QUESTIONS:

- ⇒ *Do I have the suggested Windows File Management skills necessary to successfully participate in this particular extension certificate?*
- Yes ... if you can accurately and efficiently manage files and folders, including the appropriate organization of existing or future files.
- ⇒ *What skills are essential to accurately and efficiently manage files and folders?*
- The basic file management skills suggested are; the ability to: create, move, copy, rename and delete files and folders within the Windows operating system.
- ⇒ *I'm still a little bit unsure if I understand the suggested file management skills. Can you tell me more about what "File Management Basics" includes?*
- Other skills involved in good File Management are: using appropriate file names, the ability to work proficiently with Windows Explorer, knowing how to create and use shortcuts as well as restoring deleted files when necessary.

CAN YOU COMFORTABLY COMPLETE THESE FILE MANAGEMENT TASKS?

1. In My Documents, create 3 new folders called "Recipes", "Soups" and "Desserts"
2. Using Word, create a document called "Chicken Noodle" and save to your "Soup" folder
3. Using Excel, create a spreadsheet called "Ingredients" and save to your "Recipes" folder
4. Find the folder, "Recipes" using Windows Explorer
5. Create two new folders in Windows Explorer called:
 - a. "My Favourite Recipes"
 - b. "Bob's Favourite Recipes"
6. Find and Copy the "Soup" folder into the "My Favourite Recipes" folder
7. Find and Move the "Bob's Favourite Recipes" folder *into* your "My Favourite Recipes" folder
8. Create a shortcut on your desktop to "Bob's Favourite Recipes" folder
9. Delete the "Soups" and "Desserts" folders
10. Find and restore "Desserts" from your Recycle Bin
11. Empty your Recycle Bin, permanently removing the "Soups" folder
12. Hypothetically, copy the "Recipes" folder onto a CD for back-up