

BTA30 File management Activity

1. Create a Folder called "My Folder" in your network space (inside BTA30)
2. Inside "My Folder" create another folder "Word Processing"
3. Create 2 Files (...in Word Processing)
 - One called "idea.txt"...the idea for your business
 - One called "companyslogan.doc"...include your company slogan
4. Create a folder called "Graphics" inside "My folder"
5. Create 1 File inside the graphics folder called "logo.jpeg" ...draw your logo, be creative!
6. Inside the "My Folder" create a folder called "Microsoft"
7. Inside the Microsoft folder create a folder called spreadsheets
8. Inside the spreadsheets folder create 1 file called "profit.xls"...list the 12 months of the year and include your estimated profit beside each month.
9. Create a folder outside the "My folder (in BTA30) called "Files"
10. Create the following folders in "files"
 - Assignments
 - Drafts
11. In Mr. Cappello's hand-in folder, create a MS word document to tell Mr.C that you've finished the assignment. Include your name and the date in the file name.