Participant´s information: _____

Instructions

To begin with, read the entire task carefully. While performing the tasks, you may use handbooks, notes and help-functions.

The test files are found in:

_____

Save all the test files to:

_____

Save all files as **filename_lastname**. The filename is given in the task; "lastname" is replaced by your own last name.

Finally, make sure that you have completed each task and that you have saved your work to the correct folder. When finished, please return all papers to the supervisor.

The examination time is 45 minutes.

Task

Create a new folder and name it with your own last name.

- Extract a package named **"Example"** to the folder you just created.
- In order to arrange the package content logically, create two subfolders and name them **Pictures** and **Texts**.

Within the extracted files there are pictures of your family and from your vacation. For those create subfolders **Family** and **Vacation** under the **Pictures**-folder.

- Move all pictures to correct subfolders.
- However, one of the files has an undescriptive file name. Open the file to check the content. Rename the picture with a descriptive name and move it to the correct folder.

Move all text files and documents to the **Texts** folder.

- Find the smallest, oldest and newest file.
- Rename these files with names **Smallest**, **Oldest** and **Newest**. Do not change the file extensions.

To make sure that it is easy to find a file named **MyCV**, copy it also to the folder "**Last name**". Create also a shortcut of the original **MyCV** to the **Last name** folder.

Delete the rest of the files, since they are unnecessary.

You need to send the **MyCV** file as an email attachment. First you need to check it for viruses. How do you do the virus check? Use a word processing program to write your answer. Save your work to the **Texts** folder as **Answer_lastname**.

T I E K E