

Start working on the desktop, no applications open.

1. Create a folder on the desktop named File_Managment_Test_yourname
2. Create two sub folders named Pictures and Text_Docs
3. Create a word doc and save as Pay_Rise in the Text_Docs Folder.
4. Place the following paragraph in the word doc.

I am writing to enquire whether there is any opportunity for my promotion to a more senior role. Over the course of my past three years with the company, I believe I have developed my skills and experience in numerous different ways. I have matured as an individual and my experience of working with others – both colleagues and customers – has contributed a lot to my interpersonal skills. I am also better able to see the bigger picture and how the function of my department relates to the overall goals of the organisation. Recently I have undertaken an evening course in business administration which has further helped to shape the way I work and has given a formal structure to many of the skills I have developed on a practical basis. As a result of the above, I am now much more productive in my role – and much better equipped to help my colleagues to handle unusual or difficult situations. I therefore feel the time is right for me to step up to a management-level position and I would be pleased to discuss any opportunities which may be available.

5. Open your internet browser/clipart and go to Google.ie and select images, Search for an image of a computer network system.
6. Save this image as a JPEG file type named *system_Picture* to the folder Pictures.
7. Rename the word doc Pay_Rise to My_Promotion
8. Create a .txt file in the folder File_Managment_Test and copy the details in below
File size
My_promotion: ??????
System_Picture: ??????
9. Record the file size and save.
10. Move the file System_Picture up one level to File_Managment_Test_yourname
11. Copy the Folder File_Managment_Test_yourname and all sub folders on to your Floppy.