

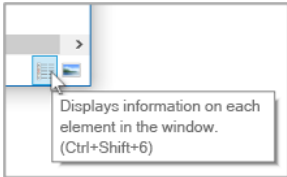
- Create, delete and restore folders and files
- Copy, move and rename folders and files
- Create a new text document
- Create screenshot
- Create a shortcut



For this exercise you need the folder **cg_uebung**.

Download the file **cg_uebung.exe** from Easy4me.info and save it on your desktop, for example.

Double-click to unzip the **cg_uebung** folder.

1.	Create a new folder with the name Private in the folder cg_uebung .
2.	Create two folders in the folder cg_uebung\ECDL with the names Internet and Database .
3.	Go into the folder cg_uebung\Buchhaltung\Rechnung. Move the files from 2018 to the 2018 folder. Move the files from 2019 to the 2019 folder. Move the files from 2020 to the 2020 folder. <i>Activate the detailed view in Explorer: View / Details or at the bottom right of the Explorer window. You can move the files with the mouse or cut (Ctrl+x) and paste (Ctrl+v).</i>  <i>Detailed List View activated</i>
4.	Go to the folder cg_uebung\ECDL\Excel. Copy the files Rabatt.xls and Umsatz.xls into the folder cg_uebung\Sandra. • Select the two files - the easiest way to do this is to hold down the Ctrl key while using the mouse • Right-click on the selected files and select Copy. • Switch to the folder cg_uebung\Sandra. • Right-click in the empty area and select Paste.
5.	Delete the files Einladung.docx and Kopieren.docx in the folder cg_uebung\Ablage\Deutsch. <i>Click on the file and delete it with the Del key!</i>
6.	Go to the folder cg_uebung\3c\Englisch. Rename the file Austria.docx to Österreich.docx. <i>Click twice on the file (no double-click!) and enter the new name!</i>
7.	Delete the folder cg_uebung\Sandra\Aufsätze .
8.	Create a new Word document in the folder cg_uebung\3c and name it Arbeit. <i>Right mouse click / New / Microsoft Word document.</i>
9.	Take a screenshot. (<i>print button</i>) Open the file Arbeit. Paste the screenshot into the document. (Ctrl+v) Save the document and close the word processing program.
10.	Create a shortcut in the folder cg_uebung that links to the folder cg_uebung\Sandra\Mathematik. • Right-click on the Mathematik folder and select "Copy". • Change to the folder cg_uebung. • Right mouse button – context menu: Paste shortcut. <i>Or in Windows Explorer:</i> • Start > New > New element > Shortcut • Search for the object to be linked with Browse... > Next > Finish Try it out: double-click on the shortcut and you will end up in the Mathematik folder!