



- ✓ Download and extract a ZIP file
- ✓ Create folder
- ✓ Move files

1. Extract the compressed folder **instrumente** (instrumente.zip).
*Right-click on **instrumente.zip** and select the command **Extract all** from the context menu.*
2. Create four new folders in the **instrumente** folder (*not instrumente.zip!*):
Wind instruments
String instruments
Percussion instruments
Keyboard instruments
*Open the **instrumente** folder, right-click in the empty area. Select **New** → **Folder** and enter the folder names.*
3. Set the folder view so that the musical instruments are displayed as images.
*→ Click in the empty area with the right mouse button,
→ select **View** → **Large icons** from the context menu.*
4. Move the images to the appropriate folders:
*→ click on an instrument (e. g. **althorn.jpg**) with the right mouse button
→ select **Cut**
→ open the correct folder (e. g. **wind instruments**)
→ right-click in the empty folder
→ select **Paste**
→ to get back press the backspace key (above the enter key)*
5. There are other ways to move files (here images). We want to practice this:
 1. Delete the folder **instrumente** and extract the compressed folder **instrumente** again. Create the corresponding folders as described in point 2.
Move the files in the following way:
Click on the image and move it to the correct folder **with the mouse**.
 2. Delete the folder **instrumente** and extract the compressed folder **instrumente**.
Use the professional procedure this time:
Key combination **Ctrl + x** to cut, change to the appropriate folder and use the key combination **Ctrl + v** to paste.
***X** stands for the scissors ✂ and the **V** for the correction character (where something needs to be inserted).*

You have now done the exercise three times. Which method was the fastest?