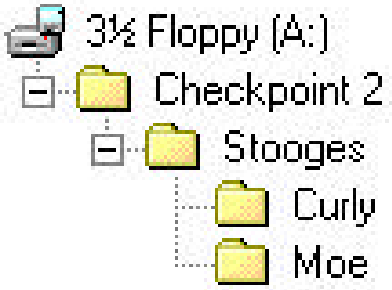
Name_____Date_____

CheckPoint 7

Using Explorer to Manage Files and Folders

For Instructor's Use	Complete the following activities.
	Open **Windows Explorer**.
	Insert a 3 ½" **floppy disk**.
IGO #39	Create a folder on the floppy disk named **Stooges**.
IGO #39	Create 3 subfolders in the Stooges folder. Name the subfolders: **Curly** **Larry** **Joe**
IGO #42	Whoops! The subfolder Joe should have been Moe. **Rename** Joe to **Moe**.
IGO #41	Larry moved, so **delete Larry** from the Stooges folder.
IGO #39	Create another folder on the floppy disk. Name it **Checkpoint 2**.
IGO #38 & 40	Move the Stooges folder into the Checkpoint 2 folder. 

Show the instructor!

For Instructor's Use	Complete the following activities.
	Open **Windows Explorer**.
IGO #41	Create a new folder on Drive C, naming the folder "Button."
	Copy the "This Is The On Button" folder located on drive C.
	Paste the folder in the folder you created named "Button."
	Expand the folder.
	Click once on the "Joe's Files" subfolder.
IGO #41	Click the delete button, sending the subfolder to the "Recycle Bin."
	Minimize Explorer and open the Recycle Bin.
Show the instructor!	
IGO #40	Restore "Joe's Files." • Locate and highlight "Joe's Files" by clicking once on the subfolder. • Restore the subfolder by clicking once on the "Restore" in the File menu. • Minimize the "Recycle Bin" and maximize "Explorer." • "Joe's Files" should be "restored" in the "Button" folder.
Show the instructor!	
IGO #41	Delete the folder you created named "Button." • Highlight the "Button" folder by clicking once on the folder. • Click the "Delete" button.
Show the instructor!	

To Find A File or Folder

1. In what folder is the subfolder entitled “Temporary Internet Files” located?

   _____

2. In what folder is the subfolder entitled “Recycled” located?

   _____

3. In what folder is the subfolder entitled “My Briefcase” located?

   _____

4. In what folder is the file entitled “Keyboard.sys” located?

   _____