


Exercise 1

1. Open Microsoft Word.
(Double click the “Word” icon on the Desktop)
2. Type the name of something you like to eat.
3. Save the Word document to your flash drive, giving it the file name “favorite food”.
(File Tab → Save As → Select KINGSTON (I:) → Type “favorite food” in the file name field → Click Save)
4. Close the Word window.
5. Open the Computer Window.
(Double-click the Computer icon on the Desktop)
6. Open “favorite food.docx”.
(In the Computer Window, select KINGSTON (I:) → Click “favorite food.docx” → Click “Open” button in the Toolbar (not the list arrow))
7. Add the name of your favorite beverage to the document.
8. Save your file, but give it a new name of “favorite meal”.
(File Tab → Save As → Select KINGSTON (I:) → Type “favorite meal” in the file name field → Click Save)
9. Close the Word window.
10. In the Computer Window do the following:
 - a. Rename “favorite food.docx” to “delicious.docx”.
(Right-click on “favorite food.docx” → Select “Rename” → Type “delicious” → Press)
 - b. Delete “favorite meal.docx”.
(Right-click on “favorite meal.docx” → Select “Delete” → Answer “Yes” to the confirmation dialog)
 - c. Create a folder named “Things I Like”.
(Click “New folder” in the toolbar → Type “Things I Like” → Press)
 - d. Move “delicious.docx” to the “Things I Like” folder.
(Click and drag “delicious.docx” so that it’s on top of the “Things I Like” folder → Release the mouse button)
11. Notify the teacher you are finished so your work can be checked.

Exercise 2

1. Open Microsoft Word.
(Open the Start Menu → Click “Microsoft Word 2010” in the recently-used programs list)
2. Type the name of your favorite color.
3. Save this file onto your flash drive with the file name “color”.
(File Tab → Save As → Select KINGSTON (I:) → Type “color” in the file name field → Click Save)
4. Close Word.
5. Open the Computer Window.
(Open the Start Menu → Click “Computer”)
6. Create a new folder on your flash drive. Name it “practice”.
(Select “KINGSTON (I:)” in the Navigation Pane → Click “New folder” in the toolbar → Type “practice” → Press)
7. Move “color.docx” into the “practice” folder.
(Click and drag “color.docx” so that it’s on top of the “practice” folder → Release the mouse button)
8. Open “color.docx”.
(Double-click on the “practice” folder to open it. → Double-click on the file icon of “color.docx”)
9. Add the name of your favorite TV show to the document.
10. Save this file, but give it a new name of “favorites”. Make sure it gets saved to the “practice” folder.
(File Tab → Save As → Select KINGSTON (I:) → Select the “practice” folder in the Navigation Pane → Type “favorites” in the file name field → Click Save)
11. Close Word.
12. Using the Computer Window, move “favorites.docx” to the root of your flash drive.
(Click and drag “favorites.docx” so that it’s on top of “KINGSTON (I:)” in the Navigation Pane → Release the mouse button)
13. Rename the “practice” folder to “success”.
(Right-click on “practice” → Select “Rename” → Type “success” → Press)
14. Notify the teacher you are finished so your work can be checked.
15. Safely eject your flash drive.
(Close all open windows →  icon on Task Bar → Eject Data Traveler 2.0)