

# Windows Basic Skills Assignment

## Objective

The purpose of this assignment is to assess your understanding of the following basic tasks in Windows:

- Using Windows Explorer to browse for files and folders, including local drives, network shares, and removable drives
- Understanding file types and file associations
- Basic file manipulation tasks:
  - Copy/move
  - Rename
  - Delete/undelete
  - Edit
- Shortcuts (creating, editing, and using)
- Working with compressed (.zip) files
- Editing text files (in Notepad or Visual Studio)
  - Adding text to a specific location
  - Deleting text
  - Selecting text
  - Cut/Copy/Paste
  - Searching for text

## Assignment

Follow these instructions in the order given. If you get stuck, ask for help—don't go on. To get help, ask a neighbor first then ask Mr. Brooks if both of you can't figure it out together.

1. Make sure the option to hide extensions for known file types is turned OFF. (From Windows Explorer, click **View > Options** (Change folder and search options), then click the View tab. Find "Hide extensions for known file types", uncheck the option. Then click OK.
2. Create a folder in your desktop folder named "Windows**BasicSkills**". (The full path will be something like: C:\Users\\Desktop\WindowsBasicSkills.
3. Go to the class web page (<http://brooksprogramming.weebly.com>) and find the posting titled, "Windows Basic Skills". In the posting is a link to download a file named **WindowsBasicSkills.zip**. Click the link and download the zip file.
4. Copy the contents of the zip file into the new folder you created in step 2. (Copy what's inside, not the WindowsBasicSkills.zip file itself.) The rest of this assignment will be with the files you just copied over.
5. Rename the file **2004\_02\_04\_cow.jpg** to **cow.jpg**.
6. Do a search for all files in the **WindowsBasicSkills** folder that have a **.htm** extension. Keep the search results window open for a future step.

7. Open a new window and create a new text file inside the **WindowsBasicSkills** folder called **HtmSearchResults.txt**. (Right-click in the folder and choose New > Text Document.)
8. Edit the new text file (with Notepad) and type in the names of the **.htm** files (from step 6, including the **.htm** extension) with each filename on its own line. Save the file and close Notepad when you're done.
9. Copy the file **ComputersAreFun.txt** to the **WindowsBasicSkills\Fun** folder. Make sure you do not move the file.
10. Select all of the **.jpg** files you can find in the **WindowsBasicSkills** folder and create a zip file (compressed folder) containing them. (Hint: sort the files by type then you can select them all at once.) Change the name of the new zip file to **FunThumbnails.zip**.
11. Move the **FunThumbnails.zip** to the **WindowsBasicSkills\Backup** folder.
12. Find the program named **RunThis.exe** inside the **WindowsBasicSkills\RunThis\bin\Debug** folder. Create a shortcut to this program and put the shortcut in your **WindowsBasicSkills** folder. (Remember, a shortcut is just a link to the program.)
13. Run the **RunThis** program using the shortcut you created. Fill in your name and click OK. It will display a message and exit. Note: If Windows warns you about not running this file, click 'More info' then 'Run Anyway'.
14. Delete the file named **ComputersAreHard.txt** in the **WindowsBasicSkills** folder.
15. Open the file **pranks.txt**. Notice how the list goes from 16 down to 1 (with a mix-up here and there). Your task is to use cut (ctrl+X) & paste (ctrl+V) to reverse the order of the list. It should list item #1 first, #2 second, and so on up to #16.
16. Inside the **WindowsBasicSkills\Checkit** folder, rename **Checkit.bak** to **Checkit.bat**.
17. Run the batch file named **Checkit.bat** inside the **WindowsBasicSkills\Checkit** folder. Look at it closely. If it says something failed, then see if you can figure out what you did wrong. Correct it and run **Checkit.bat** again until it says you pass. Note: If Windows warns you about not running this file, click 'More info' then 'Run Anyway'.
18. Call Mr. Brooks or a TA over to pass off the assignment.
19. Add the entire contents of the **RunThis** folder, excluding the bin and obj subfolders, to a new zip file (compressed folder). Name the new zip file **RunThis.zip**.
20. Email the **RunThis.zip** file to Mr. Brooks (**mbrooks@alpinedistrict.org**). Make sure your name is in the subject line of the email, along with the assignment name. (This is how you will turn in your programming assignments in the future.)
21. Help someone else finish the assignment. (*Hint: Have them state in their email that you helped them and you will earn an extra ticket!*)