



File Management Evaluation

Name- _____

To answer the following questions locate the Word program. Double click on the Hard Drive icon. That is the icon on the Desktop with the "Letter #" In the window that opens up then double click on "Applications". Scroll down until you find Microsoft Office" and double click on it. Then locate Word and double click on it. Make sure you put your name on the page. Answer your questions by typing the answers out in complete sentences. Print out your answers, three hole punch the paper, and put into your assignment notebook behind this evaluation sheet.

- 1.. Define what a Local Root Folder is-
2. What is the difference between a File and a Folder?
3. Where is the Command Bar located at?-
4. What is "Drag and Drop"?-
5. How do you take a "Screen Shot"?

2 pts for each learned skill.
Total possible points- 20

Tutorial/Project	Skill Learned	L	Skill Learned	L
File Management	Made 3 folders		Moved a Folder into another folder	
	Named all the folders and files		Screen shot of folder in trash	
	Drag & Dropped folder		Turn in Assignment into Drop Box	
	Name LRF correctly		Printed out answers to the questions.	
	Evaluation sheet with Student name in Assignment notebook		Assignment Notebook put into the turn in tray	

Points- _____