

**Exemplar Exercise
Standard Level**

5285 Using the Computer and Managing Files

Your line manager has asked you to complete the following tasks whilst she attends a meeting:

1. Create a directory or folder within the C:\CIE\ folder and name it **Work**
2. Using the Notepad create a new file. Enter the text Sarita Smith
3. Save the file as staffrecord.txt in the directory or folder C:\CIE\Work\
4. Create a sub-directory or folder within the Work directory and name it **Staffing**
5. Using a word processing package open the file C:\CIE\Staff\SkillsAnalysis.txt and print the contents to file. When prompted to do so enter the file name as C:\CIE\Work\Staffing\skills.prn

6. Move the file staffrecord.txt to the folder you have created in Task 4
7. Re-name the file staffcosts.xls found in the directory C:\CIE\Work\ to HR.xls
8. Move the file C:\CIE\Work\HR.xls to the directory or folder C:\CIE\Work\Staffing
9. Find the file C:\CIE\Work\Staffing\HR.xls
 - a. Using the properties facility write down the size of the file
 - b. Open the file
 - c. Add the text 'Updated by Administrator'
 - d. Close and save the file using the existing file name and location
 - e. Write down the new file size
10. Using the search facility examine the directory or folder C:\CIE\Work\ and locate the file HR.xls. State the date that the file was created using only the format dd/mm/yy.