

FILE MANAGEMENT ASSIGNMENT

1. In OneDrive, in your File Management folder, create a new folder named Sports.
2. In the Sports folder, create the following Microsoft Word documents.
 - Blue Jays - Baseball
 - Maple Leafs - Hockey
 - ELks - Football
 - Expos - Baseball
 - Twins - Baseball
 - Alouettes - Football
 - Bombers - Football
 - Oilers - Hockey
 - Canadiens - Hockey
 - Roughriders - Football
3. In your Sports folder create the following three folders:
 - Baseball
 - Football
 - Hockey
4. Copy the Baseball files from the Sports folder into the correct subfolder.
5. Move (cut) the Football files from the Sports folder into the correct subfolder.
6. Move (cut) the Hockey files from the Sports folder into the correct subfolder.
7. Rename the Oilers - Hockey file to Jets - Hockey.
8. Open the Roughriders - Football Word document and Key in the following as a bulleted list:
 - 1966 Grey Cup Champs
 - 1989 Grey Cup Champs
 - 2007 Grey Cup Champs
 - 2013 Grey Cup Champs
9. Share the entire Sports folder with your teacher by sending a link (HINT: You need to go to Office.com to share files and folders).
10. Hand in the Roughriders - Football Word Document to the corresponding assignment in Teams.



Finished early?

Spend some time organizing your files and folders in your OneDrive account.
Make sure everything is labelled using similar conventions.
(e.g., All file names start with a capital letter, are spelled correctly, are short but descriptive)