LESSON 8 · WORKSHEET

Ten file operations

Record what you expected before you do it. Then record what happened.

#	OPERATION	EXPECTED	ACTUAL	PASS
1	Copy a.txt into Week01			
2	Move b.txt into Week01			
3	Rename c.txt to L08_Surname_C_v1.txt			
4	Delete d.txt			
5	Restore d.txt from the recycle bin			
6	Copy a folder, not a file			
7	Overwrite e.txt with a new version			
8	Save a document as .odt and export a PDF			
9	Compress a folder to .zip			
10	Shift+Delete a duplicate			