



Notes

Practical-1

Create a new folder named personal_data in a drive in your computer. Create your resume in MS Office or OpenOffice and save it in personal_data folder.

Objective

After completion of this practical you will be able to create a file and folder in a computer system.

Pre-requisite

- The Computer should have an operating system (i.e., Windows 7, Windows 8 Windows 10, ubuntu etc) and MS Office or OpenOffice installed on it.

Procedure / Activity

- Open any drive (like: C , D or E) in the computer system.
- Create a folder in the drive, and rename the folder as personal_data.
- Create a document file containing your resume and save it in personal_data folder.

Do's and Don'ts

- Scan the file before opening it.
- Document should be properly named so that it is recognized easily in future.

Learner's Observations

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Instructor's signature