***Before you start, please:***

1. Inset the CIS101 class USB Thumb drive
2. On the USB root folder/directory, create the ***CIS101*** folder (unless the folder already exists)
3. Under ***CIS101***, create ***Week2-Files*** folder (unless the folder already exists)
4. Use ***USB-thumb-drive-letter:\CIS101\Week2-Files*** to store all week two files
5. Download ***Week2-Assignment.docx*** to ***Week2-Files*** folder
6. Open the ***USB-thumb-drive-letter:\CIS101\Week2-Files\Week2-Assignment.docx*** file,answer all questions, save the changes to the file, and upload to Moodle.

Q1) (2 points) List the three primary panes of the File Explorer (One point for each correct answer – up to 2 points):

|  |
| --- |
| **Windows Explorer or File Explorer Panes** |
|  |
|  |
|  |

Q2) (2 points) List the three parts of the Windows Taskbar (One point for each correct answer – up to 2 points):

|  |
| --- |
| **Taskbar Parts** |
|  |
|  |
|  |

Q3) (2 points) Show the Windows edition, and Computer Name on the computer you are using:

1. Open the ***System*** screen (Control Panel -> System and Security -> System)
2. Use the Snipping tool to capture the ***System*** window (1 point)
3. Use the red Pen to circle the ***Widows edition***, and ***Computer name*** (1 point)
4. Save as ***snip-1.jpg*** in ***Week2-Files*** folder.

Paste-snip-1-here

Q4) (2 points) Show all installed applications on the computer you are using:

1. Open the ***Programs and Features*** screen (Control Panel -> Programs -> Programs and Features)
2. Use the Snipping tool to capture the ***Program and Features*** window
3. Use the red Pen to circle the list of install applications (2 point)
4. Save as ***snip-2.jpg*** in ***Week2-Files*** folder.

Paste-snip-2-here

Q5) (2 points) Show all local drives on the computer you are using:

1. Open the ***File Explorer*** screen (Use File Explorer icon on Taskbar or right-click on Start button and click on File Explorer)
2. From the Navigation pane, click on ***This PC*** link
3. Use the Snipping tool to capture the ***File Explorer*** window
4. Use the red Pen to circle the list of ***Devices and drives*** (2 point)
5. Save as ***snip-3.jpg*** in ***Week2-Files*** folder.

Paste-snip-3-here