

Assignment 2 – 20 marks

1. Explain with illustration from your desktop/hard disk screenshots how you would keep your electronic files and folders organized on Windows Explorer.
2. Explain with the aid of pictures (screenshot) show how you would put emphasis on folders you are using.
3. What is **Ctrl Alt Delete** used for?
 1. Give example of any feature(s) you deem interesting to show.
 1. Take picture of the features and illustrate.
 2. How **Ctrl+Alt+Del** can be used efficiently on your PC.
 1. Illustrate by the means of step by step pictures.
4. Differentiate between a system software and an application software
 1. Screenshot on your PC the system software your laptop or desktop is using.
 2. Show examples of the different application software you use on your workstation.
5. Compressing and decompressing files and folders are at times needed and necessary.
 1. Give an example of compressing software you use (screenshots of screen required)
 2. Show your file in a compressing and decompressing form. What difference do you notice?

You may use your own words either in English or French to answer the assignment.

Your assignment should include the following:

- 1- Cover page,
- 2- Pictures and text
- 3- Well formatted assignment (Align Justify)
- 4- Font type – Century Gothic or Times New Roman
- 5- Font size
 - a. inside text 12
 - b. heading font size increase by one from inside text
- 6- Headings, titles and sub titles
- 7- Header/footer
- 8- Page number
- 9- References for any pages/document visited
- 10- Save as PDF
- 11- Name of file when saved – e.g. Assignment2_Smith

Mode of submission – **Online ONLY on Moodle Platform.**