



Practice Application

The guided practice for this activity is divided into two sections, **Mac** and **PC**:

1. Create a folder named **WP** and your **Last name** to hold all the completed files for this activity. Create 2 folders within this folder named **Practice** and **Application** respectively. Add an **Extension** folder to the **WP** and your **Last name** folder if you plan on submitting extensions with this module.
If you submit an extension at a later time, create a new **WP** and your **Last name** folder **plus** add an **-E**.
2. Make sure you are capable of properly preparing your disks (Floppy and/or Zip) for the platform on which you will use them. Use the information found in the **Documents** section on **Blackboard**. Make sure all your disks have an internal and external label containing at least your Name and a course number. This should include your Zip disk. (*Very Important*)
If you need Floppy disks for practice see TA or Dr. Burson. If you need assistance please send questions to 371 Question folder on TeachNet Or see Dr. Burson or the TA personal session.
3. Participate in the in **class activity** working with files on the Mac and PC
4. In both activities be sure to become familiar with on-line **Help**, **Find** and **file formats**. This will possibly be one of the most useful methods of solving your own problems.
5. Make **backup files** of everything you do in this class on your other zip disk. **Backup files** are extremely important in case something happens to one of you files or to one of your disks.
6. Work on word processing files found in **Student Materials/WPfor 02** as assigned in class. Check the course calendar in TeachNet for specifics files.