

Computer Basics - Lesson 1

Drives, Directories and Files

Email completed lesson and attachments to bte@costumeinventory.com

Name:

Email:

Date:

Note - some of these exercises you already did in the lesson so you should already have some of the screen prints made.

1. Did you have to create the C:\Costume Inventory Resources directory?

If not, do you know how the Costume Inventory Resources directory got on your PC?

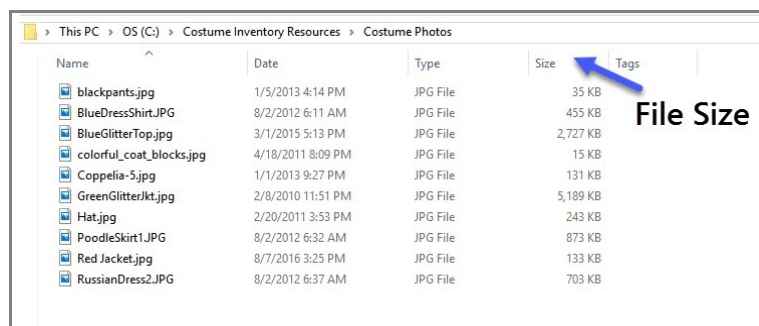
2. Take a screen print of the C:\Costume Inventory Resources directory in File Explorer.

3. Create subfolders for Costume Photos and Props Photos in the Costume Inventory Resources folder (if you haven't done so already).

4. Copy your photos from Inventory Fundamentals - Lesson 2 into the Costume Photos folder (if props into the Props Photos folder).

Make a screen print of the Costume / Props photos folders.

5. List the names of 3 photo files below and their file size. Explain if the file size is too small or too big to work well in the Theatre Inventory Database.



Name	Date	Type	Size	Tags
blackpants.jpg	1/5/2013 4:14 PM	JPG File	35 KB	
BlueDressShirt.JPG	8/2/2012 6:11 AM	JPG File	455 KB	
BlueGlitterTop.jpg	3/1/2015 5:13 PM	JPG File	2,727 KB	
colorful_coat_blocks.jpg	4/18/2011 8:09 PM	JPG File	15 KB	
Coppelia-5.jpg	1/1/2013 9:27 PM	JPG File	131 KB	
GreenGlitterJkt.jpg	2/8/2010 11:51 PM	JPG File	5,189 KB	
Hat.jpg	2/20/2011 3:53 PM	JPG File	243 KB	
PoodleSkirt1.JPG	8/2/2012 6:32 AM	JPG File	873 KB	
Red Jacket.jpg	8/7/2016 3:25 PM	JPG File	133 KB	
RussianDress2.JPG	8/2/2012 6:37 AM	JPG File	703 KB	

6. If you were going to explain to a new student how to upload/copy his/her photos to the computer from their phone - what would you say?

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