

WEEK 1

Requirements: Students create a new folder **W1_Name_ID** in the drive **E:** to save files.

I. Manipulate Desktop.

1. Sort icons on desktop by name.
2. Change the background on desktop by using any picture.
3. Search for programs Notepad, Wordpad, Paint and create shortcuts for these programs on desktop.
4. Empty Recycle Bin.

II. Manipulate Taskbar.

7. Change the location of Taskbar to the left.
8. Set autohide property to Taskbar.
9. Search for programs Microsoft Word, Excel, Power Point and pin to Taskbar.
10. Run programs Microsoft Word, Excel, Power Point from the icons on Taskbar.
11. Cascade the windows of open applications.
12. Show the windows of opened applications side by side.
13. Show the desktop.
14. Close all opened applications.

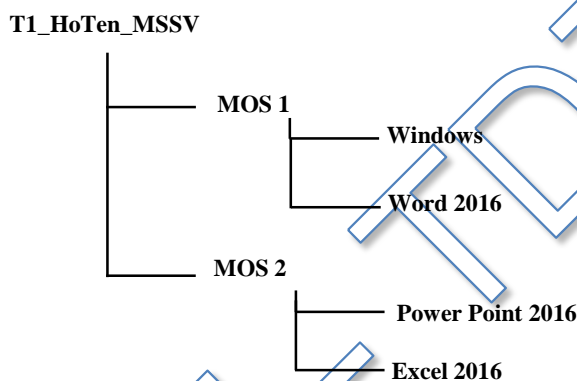
III. Internet.

15. Log in facebook with your account, like and share one page on facebook you like. Take the screenshot and save as the file **<MSSV-Hoten>.docx** in folder **T1_HoTen_MSSV**.
16. Log in your student email, upload the file **<MSSV-Hoten>.docx** of question 15 to your google drive.

IV. Manipulate Windows Explorer.

17. Open Windows Explorer.
18. Sort folders and files in the drive E:\ according to the descending order of size.
19. View in details all folders and files in the drive E:\.
20. Show the Preview Pane in Windows Explorer.

21. Show the Details Pane in Windows Explorer.
22. View properties of the computer and write them to the file **CauHinh.rtf**.
23. View the properties of the drive C:\, check the capacity of the drive, used space and free space, write them to the file **CauHinh.rtf**.
24. Save and close the file **CauHinh.rtf** in folder **T1_HoTen_MSSV**.
25. Create a tree of folders in the drive E:\ as follows.



26. In the computer, search all files with the extension **DOCX**. Copy one file to the folder **Word 2016**.
27. Create the folder **Tuan1** in the folder **Windows**
28. In the computer, search all files with extension **RTF**. Copy one file to the folder **Tuan1**.
29. In the drive **C:**, search all files with extension **JPG**. Copy one file to the folder **Tuan1**.
30. Set to hide file name extensions.
31. Apply hidden and read-only properties to the folder **MOS 2**.
32. Do not show hidden files/folders in Windows Explorer.
33. Rename the folder **MOS 1** into **Cosotinhoc1**.
34. Do not apply hidden and read-only properties to the folder **MOS 2**.
35. Delete the folder **MOS 2**.
36. Go to Recycle Bin to search and restore the folder **MOS 2**.

37. Rename the folder **MOS 2** into **Cosotinhoc2**.

V. Manipulate Control Panel.

38. Set the number formats so that the decimal symbol is comma (,), digit grouping symbol is fullstop (.), number of digits after decimal is 3, list separator in Excel's formula is semi-colon (;).

39. Install fonts in the folder **Font Thu Phap**.

40. Install the program **VLC media player** from the file **vlc-install.exe** downloaded from Elearning. Accept all the default settings in the installing process. Do not open the program after finishing.

41. Run the program **VLC media player** from the shortcut on desktop, close the program.

42. Run the program **VLC media player** from menu Start. Open and view the file **clip.mp4** using **VLC media player**. Then, close the program.

43. Uninstall the program **VLC media player**.

VI. Basic softwares.

44. Create a new file in Word 2016, select font name **VNI-Script**, font size **32**. Select coding system **VNI Windows** in **Unikey**. Enter the text and save as the file **Baitho.docx** in the folder **Tuan1**:

*Nam quốc sơn hà Nam đế cư
Tiết nhiên phân định tại thiên thư
Như hàng hịch lỗ la xâm phạm?
Nhữ đẳng hành khan thủ bại hư!*

45. Change the font name to **.VNTime**, font size **18**. Select coding system **TCVN3 (ABC)** in **Unikey**. Continue entering the text and save as the file **ThoThuphap.docx** in the folder **Tuan1**.

Dịch thơ

*Sông núi nước Nam, vua Nam ở,
Rành rành phân định tại sách trời
Cớ sao lũ giặc sang xâm phạm
Chúng bay sẽ bị đánh tơi bời*

46. Run the program **Paint**, draw the following pictures, save as the file **TapVe.png** in the folder **Tuan1**.



47. Press **Prt Scr** (Print Screen) on the keyboard to capture the Desktop, then paste the picture to the file in the program Paint, save as the file **Desktop.tif** in the folder **Tuan1**.
48. Zip the folder **T1_HoTen_MSSV** and upload this zip file to the website:
cait.tdtu.edu.vn/elearning.