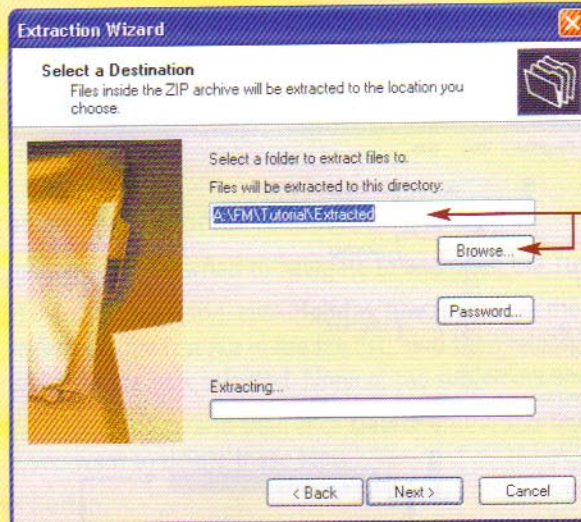


3. Press the **End** key to deselect the path in the text box, press the **Backspace** key as many times as necessary to delete "Final Tutorial files," and then type **Extracted**. The last three parts of the path in the text box should be "\\FM\\Tutorial\\Extracted." See Figure 12.

Figure 12

Select a Destination dialog box



4. Click the **Next** button. The Extraction Complete dialog box opens, indicating that your files have been successfully extracted to the specified folder.
5. Make sure the **Show extracted files** check box is checked, and then click the **Finish** button. The Extracted folder opens, showing the Graphics, Job Hunt, and Playground folders.
6. Open each folder to make sure it contains the files you worked with in this tutorial.
7. Close all open windows.

Shannon says you have successfully completed basic Windows XP file management tasks, and are ready to use Windows XP to organize your files.

Review



To reinforce the tasks you learned in this tutorial, go to the SAM 2003 Training Companion CD included with this text.

Quick Check

1. What is the term for a collection of data that has a name and is stored on a disk or other storage medium?
2. Name two types of removable media for storing files.
3. The letter C is typically used for the _____ drive of a computer.
4. What are the two tools that Windows XP provides for exploring the files and folders on your computer?
5. What is the notation you can use to indicate a file's location on your computer?
6. True or False: The advantage of moving a file or folder by dragging with the right mouse button is that you can efficiently complete your work with one action.
7. In a filename, the _____ identifies the file's type and indicates the program in which the file was created.
8. True or False: When you extract a file, the original file is deleted from the compressed folder.