

**PROJECT 5 WORKSHEET**  
**ORGANIZING THE DESKTOP AND SOFTWARE BACKUP**

**Name:** \_\_\_\_\_ **Class:** \_\_\_\_\_ **Due Date:** \_\_\_\_\_

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**Desktop Organization**

- Step 1:** In the space below, sketch out your organization of the folders and files from the “Icons” folder provided on the CD. Show the main folder, folders within this folder, and then the files themselves.

**Software Backup**

- Step 2:** Check off each of activities for backup as you complete them.

- a. Locate a word processing application or text editor
- b. Type in a joke and save it to your hard disk
- c. Save your joke with “Save As” to a floppy diskette or zip disc   
Explain why you could not have simply used the “Save” menu option?
  
- d. Print your joke to a printer and attach it to this Worksheet.