

STUDENT ACTIVITY 4.4_KEY: UNDERSTAND LIBRARIES

MTA Course: 10753 Windows Operating System Fundamentals

Topic: Understand libraries and offline files

File name: 10753_WindowsOS_SA_4.4_key

Lesson Objective

4.4: Understand libraries. *This objective may include but is not limited to:* understanding offline files, adding multiple local locations to a library, adding networked locations.

Resources, software, and additional files needed for this lesson:

- A workstation with Microsoft Windows 7 Professional or Enterprise edition installed
 - Workstations should have shared folders from Student Activity 4.2
- Alternative option:
 - A virtual machine with Windows 7 Professional or Enterprise edition installed

Directions to the student:

1. Complete the following hands-on activities. Answer any questions as you work through the activity. Note that the screenshots in the activity may look different from your system. Request assistance from the instructor if necessary.
2. You will be asked to work with a partner during this activity.

Configuring and adding libraries

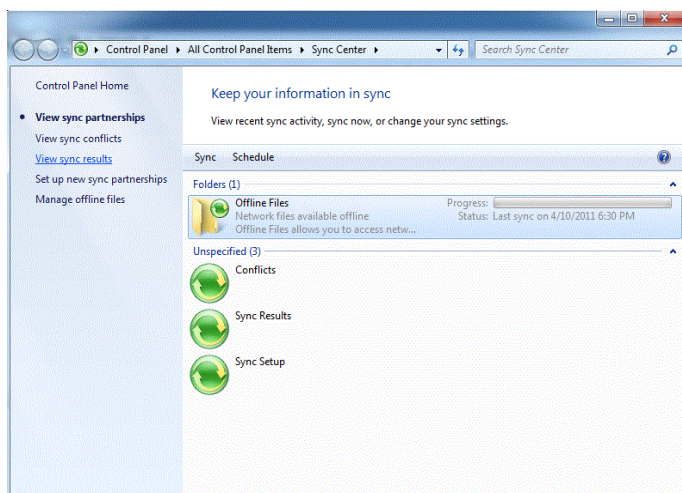
1. Authenticate into your system using the first user account provided by your instructor.
2. Open Windows Explorer. Expand the Libraries icon on the left side.
3. What are the four library folders located here?
 - a. Documents
 - b. Music
 - c. Pictures
 - d. Video
4. Right-click the Documents library and select Properties.

5. What are the default locations for this library?
 - a. My Documents
 - b. Public Documents
6. What is this library optimized for? Optimizing a library for a certain file type changes the options that are available for arranging the files in that library.

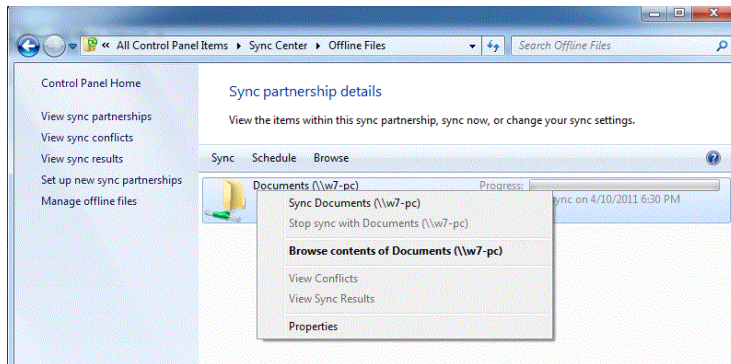
Documents
7. What are the other options for optimization?
 - a. General Items
 - b. Documents
 - c. Music
 - d. Videos
 - e. Pictures
8. Click Include A Folder and add the Documents folder that you created on your secondary volume. (If this folder is not available, create a new Documents folder on the secondary volume.)
9. After the location has been added to this library, click the new location and then click Set Save Location. A check should appear next to the new location that was just added. This will now be the default save location for document files.
10. Open WordPad by typing **WordPad** in the Search Programs And Files box and pressing ENTER.
11. Type **Hello World** in the WordPad document.
12. Click Save and then click Save again to accept the default save location.
13. Close WordPad.
14. Return to your Documents library.
15. Is the file named Document located in the Documents library? ____Yes ____No
16. Browse to your secondary volume and open the Documents folder.
17. Is the file named Document located here? ____Yes ____No
18. Return to Libraries in Windows Explorer.
19. Right-click the Libraries icon and select New, Library.
20. Name the library **Custom**.
21. Open the properties for the Custom library.
22. Click Include A Folder.
23. Add the Documents folder to your secondary volume.
24. Optimize for General Items.

Configuring offline folders (begin working with a partner)

1. Exchange computer names with your partner. If your systems still have the Documents share from Student Activity 4.2, you may skip to step 8.
2. Open Windows Explorer. Double-click your secondary volume partition (if not available, double-click your system drive).
3. Click the New Folder button on the menu bar and name the folder **Documents**.
4. With the Documents folder selected, click the Share With button on the menu bar and select Specific People.
5. Type the user name that you logged on with and click Add.
6. Set the permission level by selecting Administrator, clicking the drop-down arrow, and selecting Read/Write. Click Share.
7. Click Done on the next screen, which confirms a successfully shared folder.
8. With Windows Explorer open, expand the network option and locate your partner's computer.
9. Double-click that computer. (You may be asked to provide credentials if you are logging on with a different user account name. If so, provide your partner's credentials.)
10. Locate the Documents share that your partner created.
11. Right-click the Documents share and select Always Available Offline.
12. Open the Sync Center by typing **Sync Center** in the Search Programs And Files field and pressing ENTER.
13. The Sync Center should open, listing one folder under Folders, as shown here.



- 14.** Double-click Offline Files. Right-click the Documents folder and select Sync Documents. You can also click the Sync button shown in the previous screenshot, as well as the Browse button as shown here).



- 15.** After the folder synchronizes, your partner should shut down his or her computer.
- 16.** Once their computer is completely off, return to the Sync Center and browse the contents of the Documents folder.
- 17.** Are the folder contents available? ____ Yes ____ No
- 18.** Create a new text document in this folder and save it with your name.
- 19.** Have your partner start his or her computer and log back on. Is the file in the Documents share? ____ Yes ____ No
- 20.** Repeat this exercise, allowing your partner to configure offline files.
- 21.** Ask the instructor to verify that both files were successfully created.