**QUESTION 9**

Open the file **File management.docx**; save the file as **Fman yourexamnumber.docx** and answer the questions.

Open the folder GoGreen in your examination folder and you will find the subfolders and files as shown in Section A.

Do the following practically:

Delete the **Shelflifestock.xlsx** file in the Stock subfolder. (2)

Move the two staff files from Stock to the Staff folder. (4)

Rename the file **Stock.xlsx** to **Stock 2021.xlsx** (2)

Delete the unwanted file, identified in number 3, without sending it to the Recycle Bin.

Use the Snipping Tool to show partial screenshots of the files in the Staff and Stock folders. Paste the screenshots here: (7)