**Department of Education,Sabaragamuwa/weekly school**

week- August 3

Subject-General Information Technology

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Grade-12

Consider the following incident.

You can download the application form of GIT examination via the hyperlink
www.Gitonlineexam.com/GITapplication.pdf.After downloading it you have to create a folder with the folder name "GIT 2019" in the user interface of your computer and the application form should be copied to the above folder.

1.  Write the steps of creating a folder in the user interface of the computer.

2. Write the steps of renaming it as "GIT 2019".

3. Write the steps of copying the application form (GITapplication.pdf) to the above folder.

4. What are the shortcut keys that are used to copy the application to the folder.

5. Write the steps of following incident.

    Taking a picture(snapshot) of the graphical user interface of your computer and save it as picture.jpg in the folder "GIT 2019".