

# Department of Education

# SPTVE

## Computer Systems Servicing 10

### Sharing Folder

### Quarter 2: Week 4 Module



Michael T. Dela Cruz  
Writer

  
Gregorio S. Quineri  
Validator

Dr. Valentina A. Ballesteros  
Quality Assurance Team Chair



**Schools Division Office – Muntinlupa City**

Student Center for Life Skills Bldg., Centennial Ave., Brgy. Tunasan, Muntinlupa City  
(02) 8805-9935 / (02) 8805-9940



## EXPECTATIONS

At the end of the module, you should be able to:

1. check normal server functions in accordance with manufacturer's instructions;
2. install and update required modules/add-ons on NOS installation procedures; and
3. confirm network services based on user/system requirements.



## PRE-TEST

**Directions:** Read the following statement carefully. Encircle the letter of the correct answer.

1. Permissions is also known as\_\_\_\_\_.  
A. access rights  
B. read  
C. username  
D. write
2. A type of access level that the users can edit, rename and move files is called\_\_\_\_\_.  
A. access rights  
B. execute  
C. read  
D. write
3. The user can run a specific program is one chracteristics of the user level access called\_\_\_\_\_.  
A. access rights  
B. execute  
C. read  
D. write
4. What local disk can you share to the network if you are the network administrator?  
A. local disk A  
B. local disk B  
C. local disk C  
D. local disk D
5. This is the filename you can use to rename the shared folder from the network?  
A. accomodation  
B. direction  
C. redirection  
D. validation
6. What will you right click in order to change the properties?  
A. feeder  
B. folder  
C. file role  
D. file only

7. This is the tab where you can edit the permissions control and is also know as \_\_\_\_\_  
 A. alignment C. properties  
 B. documents D. security
8. What will you type in the check name button in order to change permission?  
 A. anyone C. only one  
 B. everyone D. someone
9. You will click this tab in order to configure advanced sharing?  
 A. configuration tab C. properties tab  
 B. file tab D. sharing tab
10. The last page must be closed as the last step of the the process. This statement is \_\_\_\_\_  
 A. false C. satisfactory  
 B. maybe D. true



## LOOKING BACK

Directions: Read the following statement carefully. Encircle the letter of the correct answer.

1. It is a computer on a network that is used to provide users on a network with access to files.  
 A. DNS server C. file server  
 B. DHCP server D. web server
2. Administrative tools can be accessed by activating \_\_\_\_\_.  
 A. close button C. start button  
 B. save button D. restart button
3. What is the next page after you have configured already the administrative tools?  
 A. server Manager C. web server  
 B. file Server D. DHCP Server
4. This is the page where you can assign the role of the server is called \_\_\_\_\_.  
 A. file services C. roles summary  
 B. IP Address D. validate role
5. What will you check after you have clicked and add role and next button?  
 A. file Services C. roles summary  
 B. IP Address D. validate role



## BRIEF INTRODUCTION

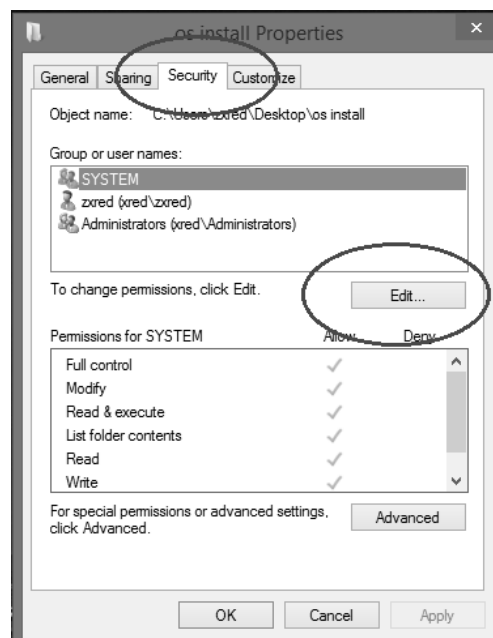
Most file systems have methods to assign **permissions or access rights** to specific users and groups of users. These permissions control the ability of the users to view, change, navigate, and execute the contents of the file system.

Type of Access levels (User Level)

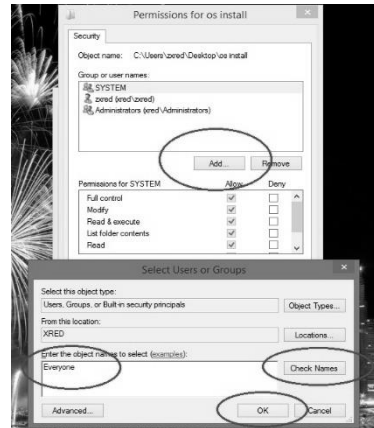
- **Read** - Users with this level of permission can view files and copy them, but they cannot make changes to the file or create new files.
- **Write** – Users with this level of permission can edit, rename, and move files. In most cases, they can also create new files.
- **Execute** – Users with this level of permission can run a specific program or type of program file. Many businesses use this to restrict access to company programs or limit their employees' ability to run potentially dangerous executable files on company machines.

## How to Share Folder in Windows Server 2008 R2

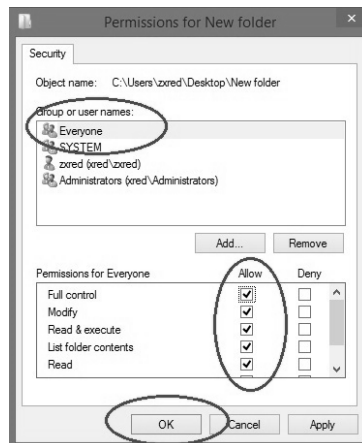
1. Click **Start** then choose **Computer**
2. Double click **Drive D:** to open
3. Inside Drive D:, Right click then choose **New** then click **Folder** (New Folder)
4. Rename the folder as **redirection** (folder)
5. Right click the **redirection** (folder) then choose **Properties**
6. Click **Security Tab**
7. Click **Edit** Button



8. Click **Add** button
9. Type **Everyone** then click **Check Names** button
10. Click **OK** button

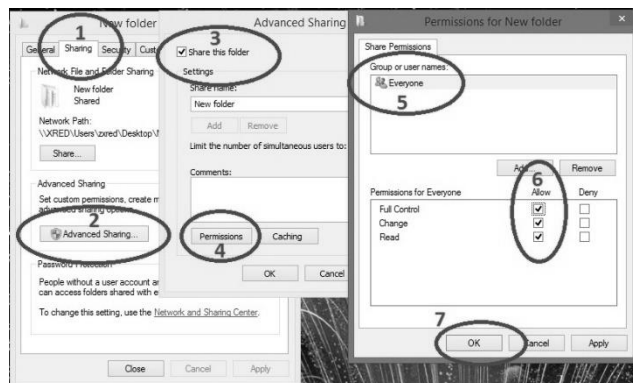


11. Select **Everyone** in the group then Check **Full Control**
12. Click **Apply** and **OK**
13. Click **OK** button



14. Right-click **redirection** (folder) then choose **Properties**

15. Click **Sharing** tab
16. Click **Advanced Sharing**
17. Check **Share this folder**
18. Click **Permissions**
19. Check **Full Control** and **Change**
20. Click **Apply** and **OK**
21. Click **Close** button

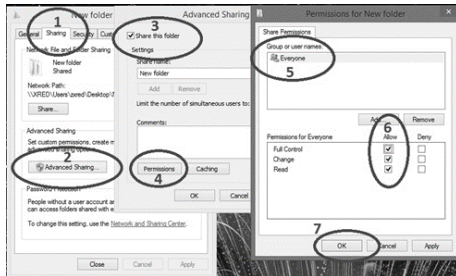




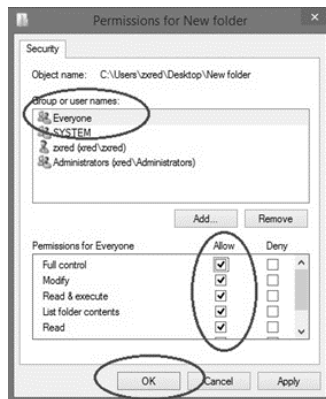
## ACTIVITIES

**Directions:** Label each picture with corresponding step sharing file).

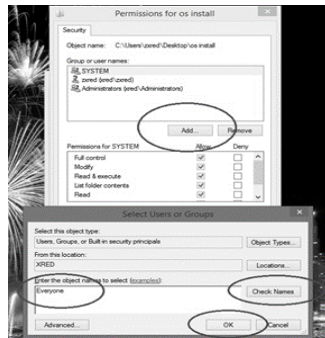
A.



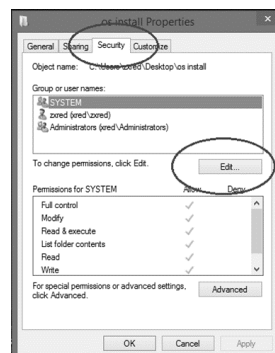
B.



C.



D.





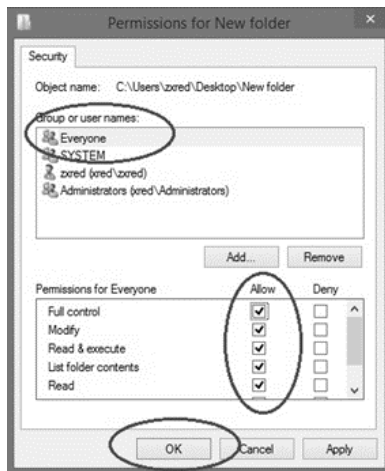
1. What are the differences between read, write and execute?

---

[illegible]

The screenshot shows the 'Network and Sharing Center' window. The 'Advanced Sharing' tab is selected, showing a 'New folder' with the path '\\VRED\Users\zared\Desktop\1'. The 'Advanced Sharing' checkbox is checked. The 'Permissions' tab is also visible, showing 'Everyone' as a user with full control permissions. The 'OK' button is highlighted.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_



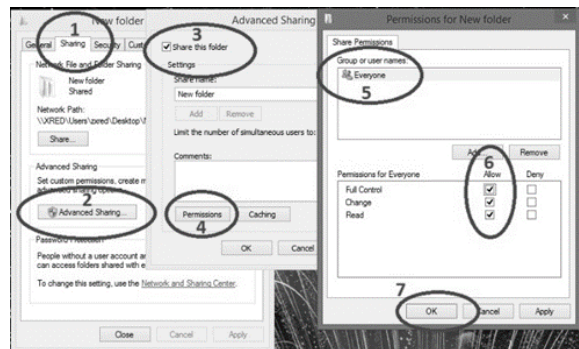
1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_



## POST TEST

**Directions:** Read the following statement carefully. Encircle the letter of the correct answer.

1. What will be the previous step before the diagram appears ?
  - A. check names > click ok
  - B. check names > click yes
  - C. check name > click yes
  - D. check name> click ok
2. What step best describes encircled number 6 on the picture?
  - A. click assigned tab
  - B. click permission tab
  - C. click full control
  - D. click full control and apply
3. This encircled number on the picture that will share the particular folder to the network?
  - A. 1
  - B. 2
  - C. 3
  - D. 4





4. What will you do in order to activate this tab(picture)?  
 A . right click local disk d and then click save  
 B. right click folder and then choose properties  
 C. right click everyone and and then choose ok  
 D. right click share this folder and then choose ok

5. The next tab that you will see after this step (picture shown) if you click ok?

- A.add button  
 B. save button  
 C. start button  
 D. restart button

6. A type of access level that the users can edit and rename files is called\_\_\_\_\_.

- A. checking names  
 B. checking permissions  
 C. read  
 D. write

7. The folder name that you can use to assigned to the shared folder on the network is\_\_\_\_\_

- A. accomodation  
 B. direction  
 C. redirection  
 D. validation

8. The user can run a specific program is one chracteristics of the user level access called\_\_\_\_\_.

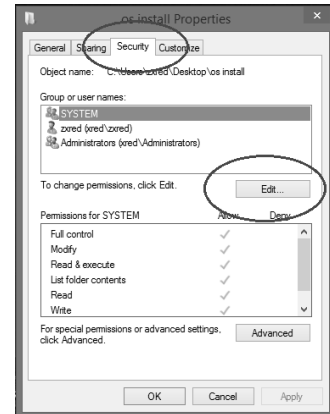
- A. access rights  
 B. execute  
 C. read  
 D. write

9. Access rights is also called\_\_\_\_\_?

- A. permissions  
 B. read  
 C. username  
 D. write

10. What local disk can you share to the network if you are the network administrator?

- A. local disk A  
 B. local disk B  
 C. local disk C  
 D. local disk D



|                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Check your understanding</p> <p>1. Right-click redirection (folder) then choose Properties</p> <p>2. Click Sharing tab</p> <p>3. Click Advanced Sharing</p> <p>4. Check Share this folder</p> <p>5. Check Permissions</p> <p>6. Check Full Control and Change</p> <p>7. Click Apply and OK</p> <p>8. Select Everyone in the group then Check Full Control</p> <p>9. Click Apply and OK</p> <p>10. Click OK button</p> | <p>Post Test</p> <p>1. A</p> <p>2. D</p> <p>3. C</p> <p>4. B</p> <p>5. A</p> <p>6. D</p> <p>7. C</p> <p>8. B</p> <p>9. A</p> <p>10. D</p>                  |
| <p>Activity</p> <p>A. Click sharing tab,advanced sharing, share this folder, permissions, Full control,apply and click ok</p> <p>B. Select everyone and check full control</p> <p>C. Type everyone and click names</p> <p>D. Click security tab, click edit</p>                                                                                                                                                          | <p>ANSWER KEY</p> <p>Pre-test</p> <p>1. A</p> <p>2. D</p> <p>3. B</p> <p>4. D</p> <p>5. C</p> <p>6. B</p> <p>7. D</p> <p>8. B</p> <p>9. D</p> <p>10. D</p> |
| <p>Looking Back</p> <p>1. C</p> <p>2. C</p> <p>3. A</p> <p>4. C</p> <p>5. D</p>                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                            |

## References

Computer Systems Servicing NCII, Competency Based Learning Material, John Derrick Ramos

[https://websitebuilders.com/how-to/glossary/file\\_permissions/](https://websitebuilders.com/how-to/glossary/file_permissions/) Date retrieved: September 17,2020

[https://en.wikipedia.org/wiki/File-system\\_permissions](https://en.wikipedia.org/wiki/File-system_permissions) Date retrieved: September 17,2020