

## Practical No.15

### Standard Permission Types

There are six standard permission types which apply to files and folders in Windows:

Full Control

Modify

Read & Execute

List Folder Contents

Read

Write

Permission	Description
Full Control	Permits the user(s) to:  view file name and subfolders.  navigate to subfolders.  view data in the folder's files.  add files and subfolders to the folder.  change the folder's files.  delete the folder and its files.  change permissions.

**Permission****Description**

**take ownership of the folder and its files.**

**Modify**

**Permits the user(s) to:**

**view the file names and subfolders.**

**navigate to subfolders.**

**view data in the folder's files.**

**add files and subfolders to the folder.**

**change the folder's files.**

**delete the folder and its files.**

**open and change files.**

**Read & Execute**

**Permits the user(s) to:**

**view file names and subfolder names.**

**navigate to subfolders.**

**view data in the folder's files.**

**run applications.**

**List Folder Contents**

**Permits the user(s) to:**

**view the file names and subfolder names.**

**navigate to subfolders.**

**view folders.**

**does not permit access to the folder's files.**

Permission	Description
Read	<p>Permits the user(s) to:</p> <ul style="list-style-type: none"><li>view the file names and subfolder names.</li><li>navigate to subfolders.</li><li>open files.</li><li>copy and view data in the folder's files.</li></ul>
Write	<p>The Read permissions, plus permits the user(s) to:</p> <ul style="list-style-type: none"><li>create folders.</li><li>add new files.</li><li>delete files.</li></ul>

## Create a New Folder

In many cases you will need to create a new folder. If you are using an existing folder and do not wish to create a new folder, continue with *Accessing the Properties Dialog Box*.

1. Click on the **Start** menu.
2. Click **Computer**.
3. From the *Computer* window, select the shared drive for your area or department (*S Drive* or *W Drive*).
4. Navigate to the location you want the new folder to appear (e.g., within one of your existing folders).
5. On the menu bar, select **New Folder**.  
OR

Right click » select **New** » select **Folder**.

A new folder is created which inherits the security permissions of its "parent."

6. In the newly created folder, type the desired folder name.
7. Press [Enter] or click off of the folder.

## Accessing the Properties Dialog Box

When working with permissions in Windows 7, you are required to work from the *Properties* dialog box. This dialog box for the file or folder you are working with can be accessed in a few steps.

1. Click on the **Start** menu.
2. Click **Computer**.
3. Select the folder or file you wish to adjust/view permissions for.
4. Right-click the folder or file.
5. Select **Properties**.  
The *Properties* dialog box appears.