Foundation Programme in Literacy, Numeracy and Skills

DIGITAL LITERACY

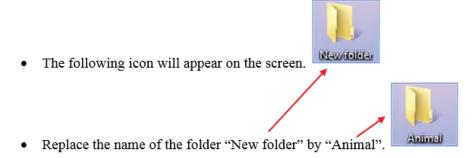
Student's Worksheets: GRADE 8 - Lesson 4

Creating and organising files and folders effectively

Activity 1

Create and name a folder on the desktop.

Then click on "Folder" Folder Shortcut Microsoft Access Database View Bitmap image Sort by **■** Contact Refresh Microsoft Word Document Paste Microsoft PowerPoint Presentation Paste shortcut Microsoft Publisher Document Undo Rename Ctrl+Z WinRAR archive Graphics Properties... Text Document **Graphics Options** Microsoft Excel Worksheet WinRAR ZIP archive New Screen resolution Personalize



Activity 2:

Create, name, and save a file in the folder.

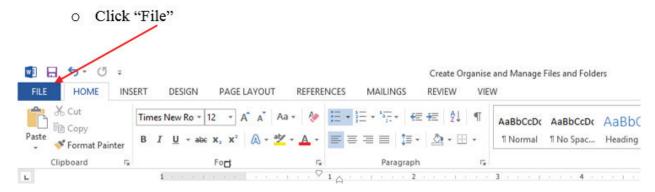
- Launch Microsoft Word.
- In the blank document, type the following:

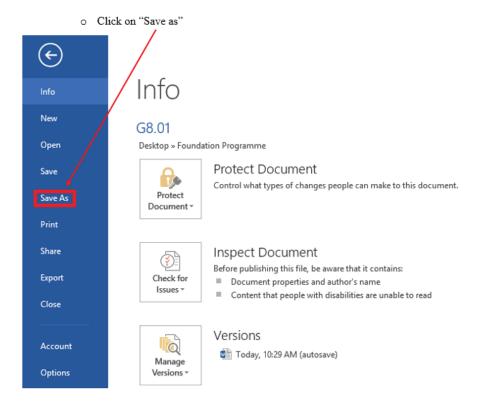
"My name is"

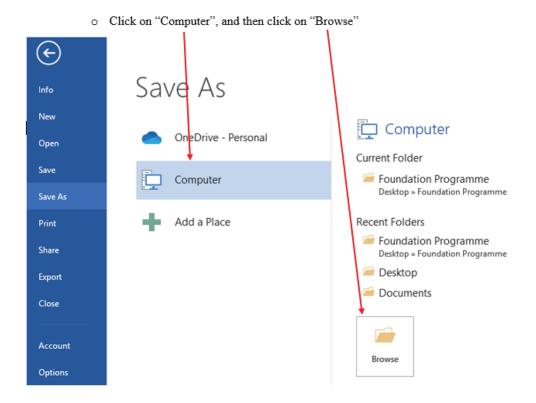
"My favourite animal is"

"I insert a picture of my favourite animal"

• To save the file in the folder "Animal", follow the steps below:

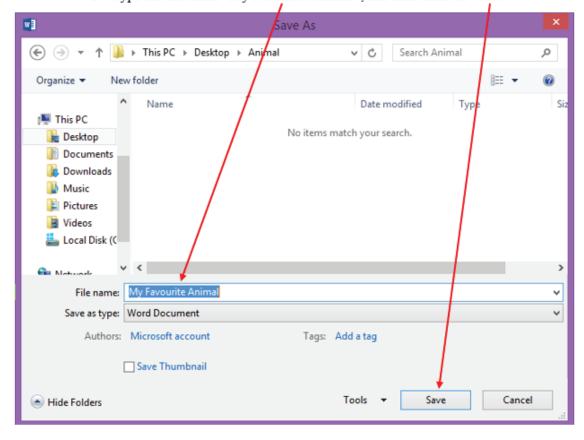






Select "Desktop", then select the folder "Animal", and click on "Open" wil Save As This PC > Desktop > Search Desktop € → v C 0 New folder Organize 🕶 This PC **Desktop** Documents Downloads Animal EDUCAPLAY_files Music Programme Pictures **■** Videos Local Disk (C File name: Save as type: Word Document Authors: Microsoft account Tags: Add a tag Save Thumbnail Open Cancel Hide Folders Tools -

o Type the file name "My Favourite Animal", and then click on "Save"



o Congratulations, your file "My Favourite Animal" has been saved successfully

