Creating and organising files and folders effectively
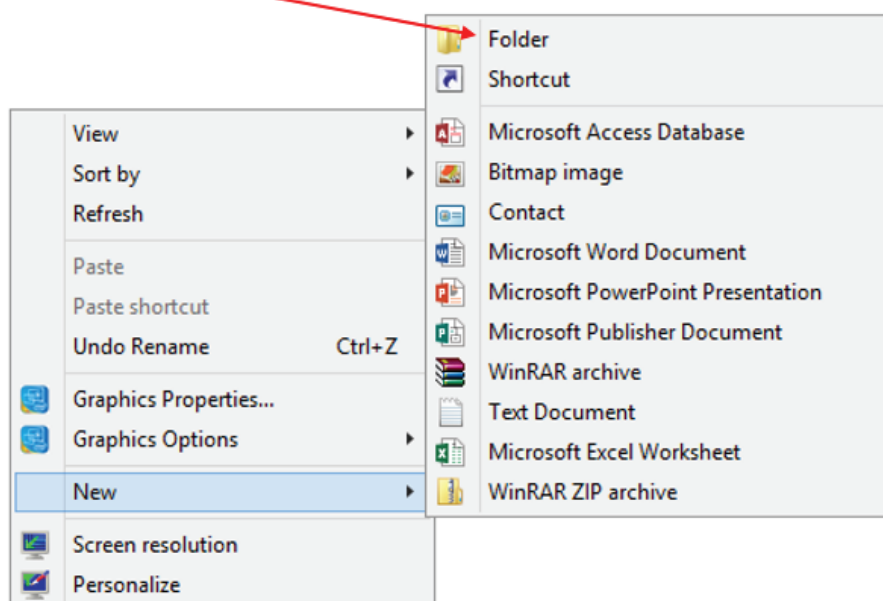
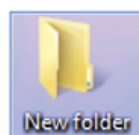### Activity 1

Create and name a folder on the desktop.

- Right click on the desktop and click on "New".
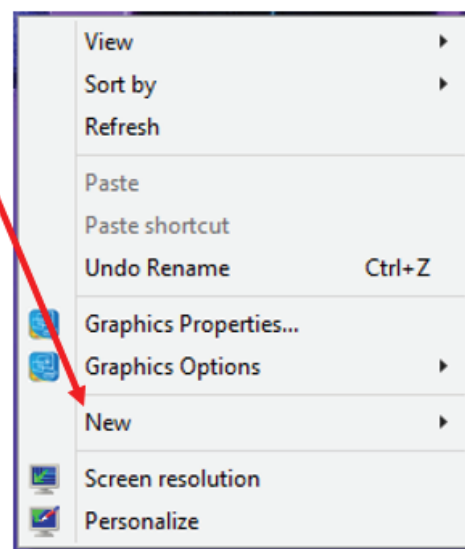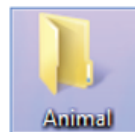
- Then click on "Folder"

- The following icon will appear on the screen.

- Replace the name of the folder "New folder" by "Animal".

Activity 2:

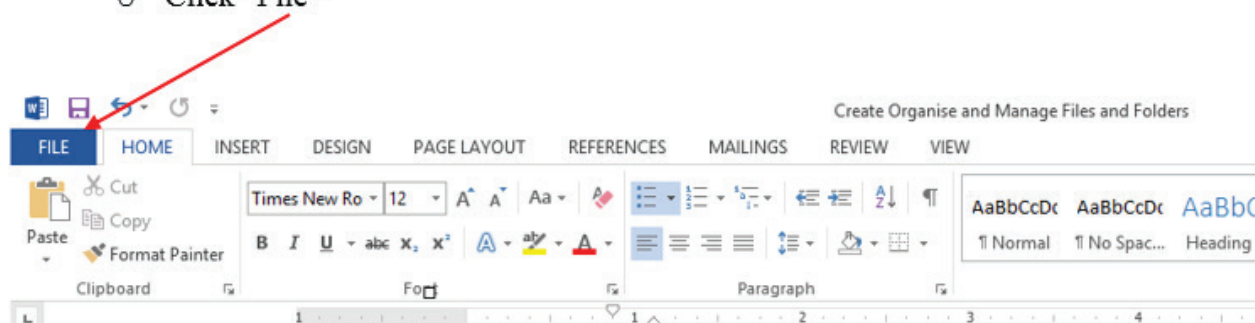Create, name, and save a file in the folder.

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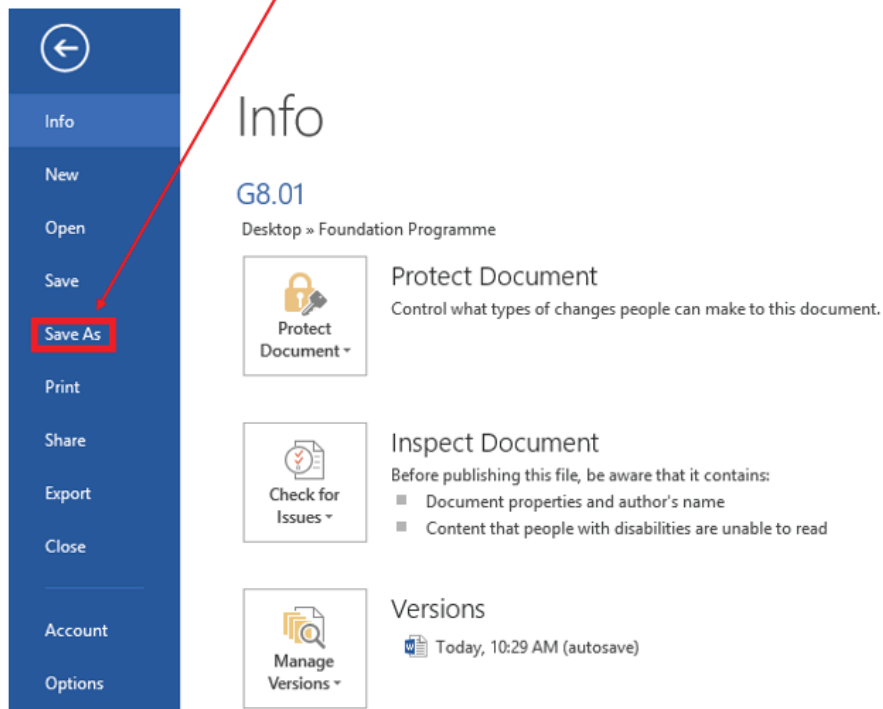- In the blank document, type the following:

    "My name is …………………………………………………………"

    "My favourite animal is ……………………………………………………..…"

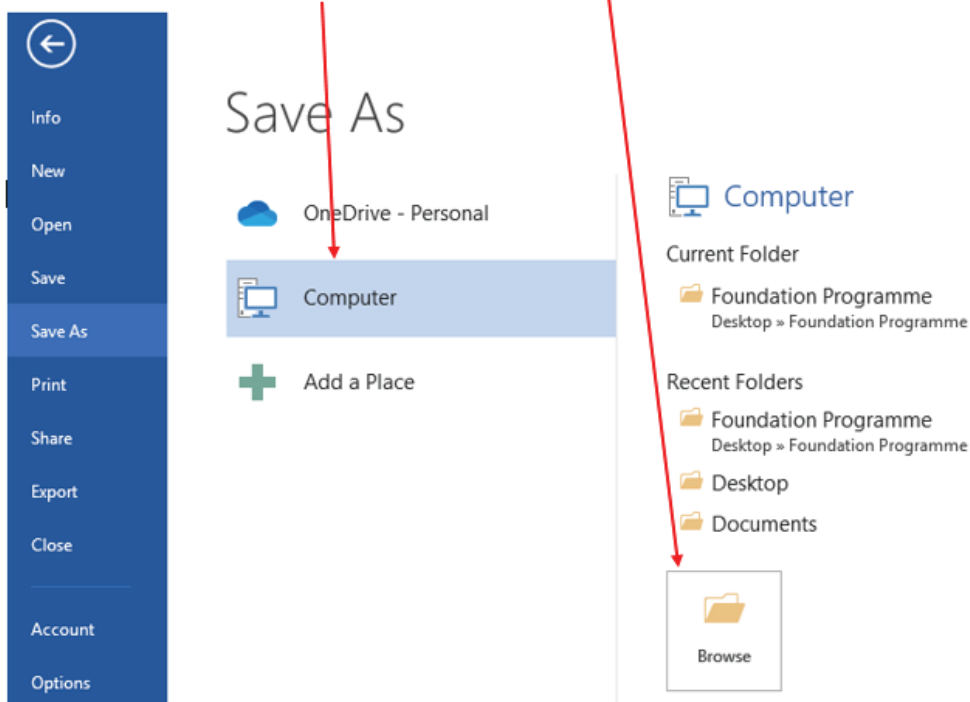   "I insert a picture of my favourite animal"

- To save the file in the folder "Animal", follow the steps below:
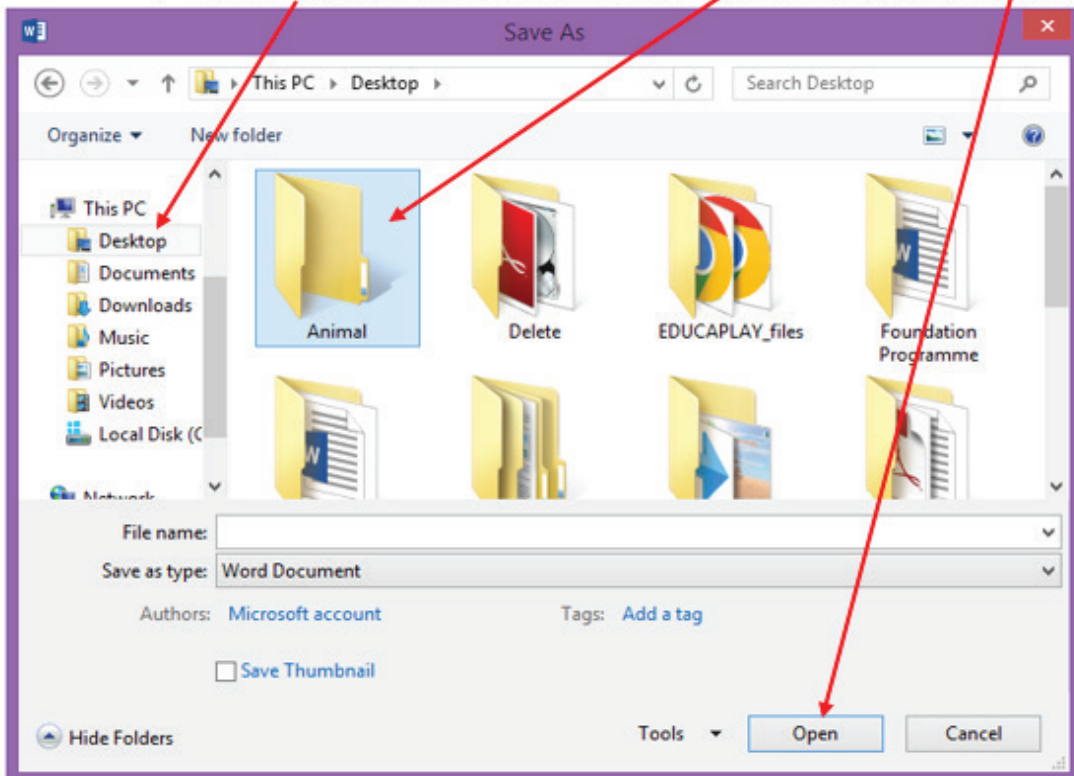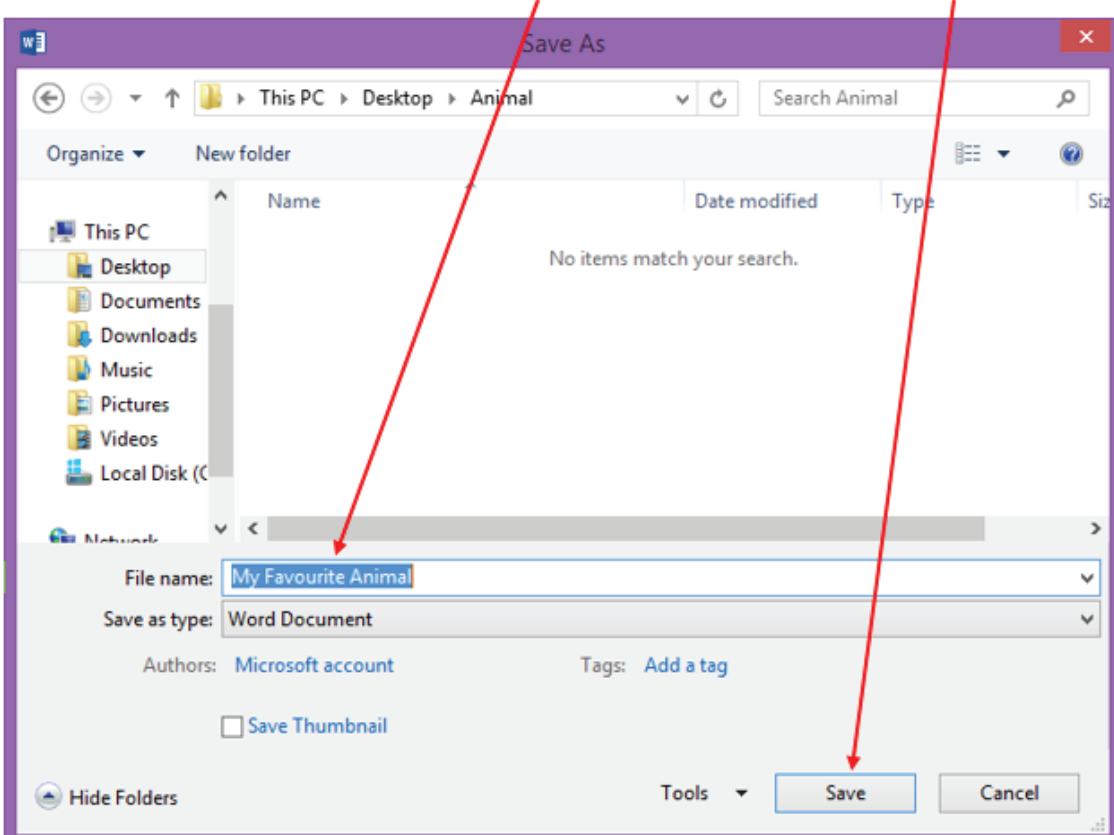
    o Click "File"

o   Click on "Save as"

o   Click on "Computer", and then click on "Browse"

o Select "Desktop", then select the folder "Animal", and click on "Open"

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

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