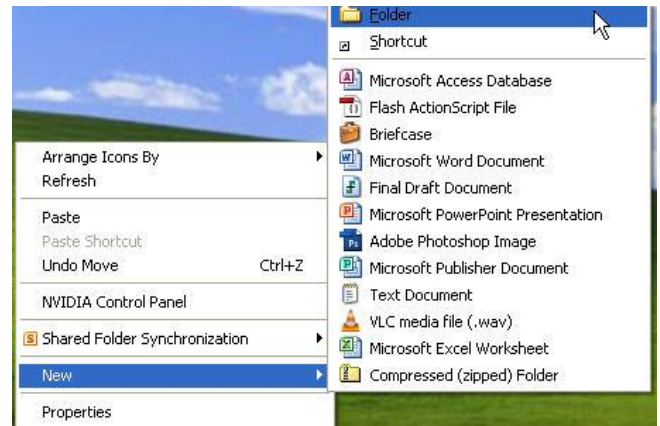


OPHS Computer Applications

File/Folder Setup

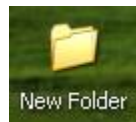
From your Desktop, **Right Click** on any part of the **blank desktop**



Click **NEW-**

Click **Folder**

A new Folder will appear on the Desktop



RIGHT click on the New Folder and type your First Name and Last Name. Press **ENTER**

Double click the folder with your name.

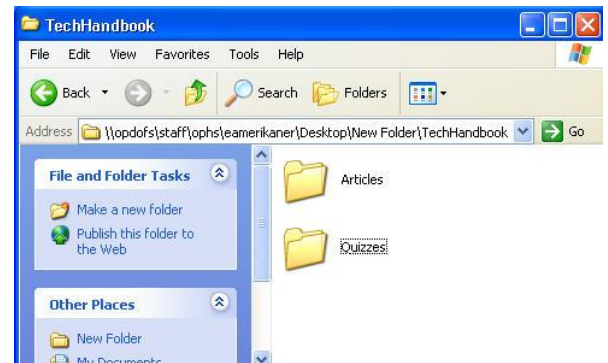


Click in the pane on the left side-

Make a New Folder

Name This Folder: **TechHandbook**

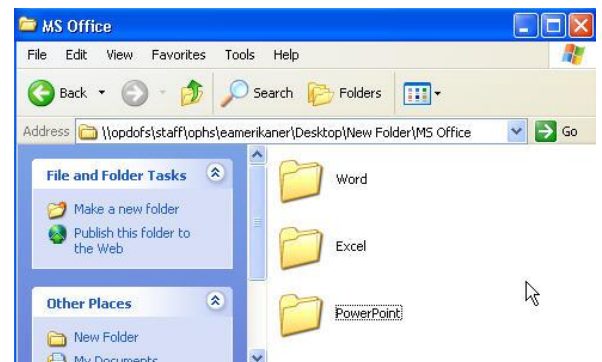
Click in the **TechHandbook** Folder



Create TWO folders: 1. **Articles** 2. **Quizzes**

Using the **Back Button**, go the Folder with your name:

Make a new Folder named **MS Office**

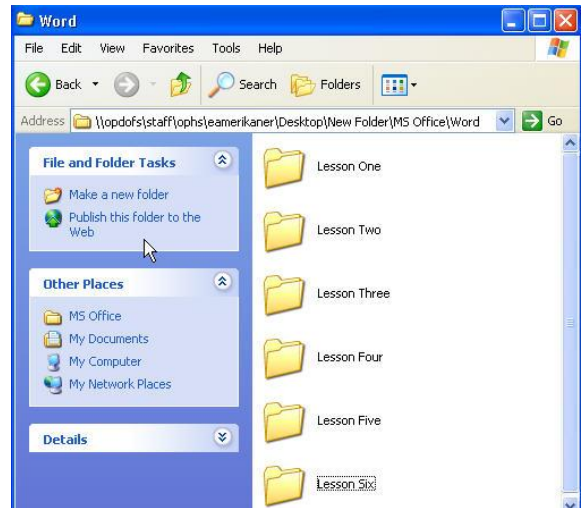


Click into the **MS Office** Folder and make THREE Folders:

1. Word, 2.PowerPoint, 3. Excel

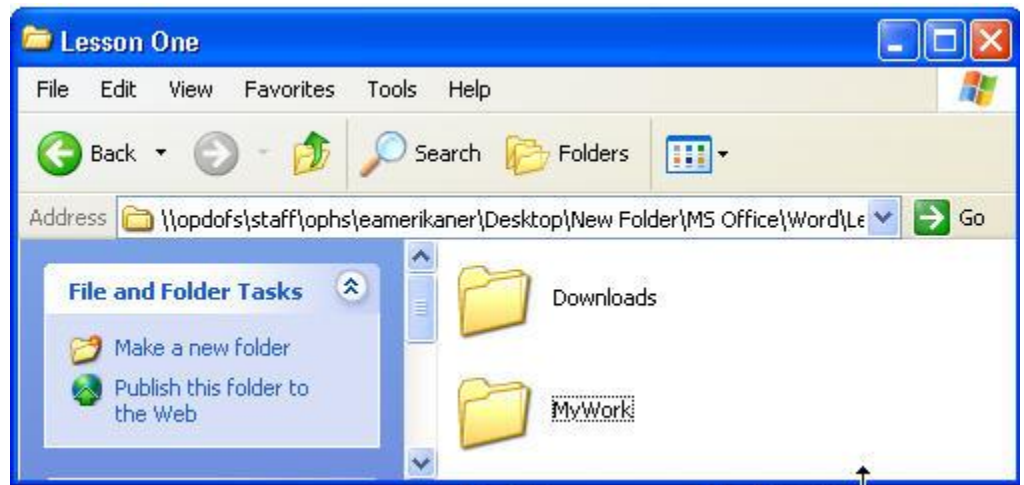
Click into the **Word** Folder:


- Make SIX (6) Folders: 1. Lesson One, 2, Lesson Two, 3. Lesson Three, 4. Lesson Four, 5. Lesson Five, 6, Lesson Six



In EACH of the **Word** Folders (1-6) make TWO folders:

1. Downloads 2. MyWork



Click  the **BACK Button** to **MS Office** folder. Click into the **PowerPoint Folder**

Make FOUR folders: 1. Lesson One, 2.Lesson Two, 3, Lesson Three, 4. Lesson Four

In EACH of the **PowerPoint** folders (1-4) make TWO folders: 1. Downloads 2. MyWork

Click  the **BACK Button** to **MS Office** folder. Click into the **Excel Folder**

Make FIVE Folders (1-5): 1. Lesson One, 2. Lesson Two, 3.Lesson Three, 4.Lesson Four, 5. Lesson Five

In each of the **Excel** folders (1-5) make TWO folders: 1. Downloads 2. MyWork