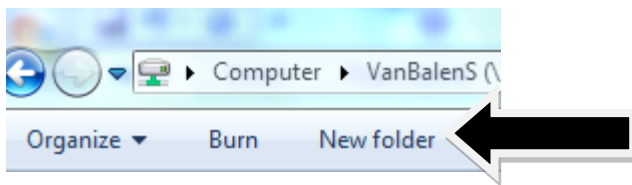


# Lesson 1: Creating File Folders / Managing Files

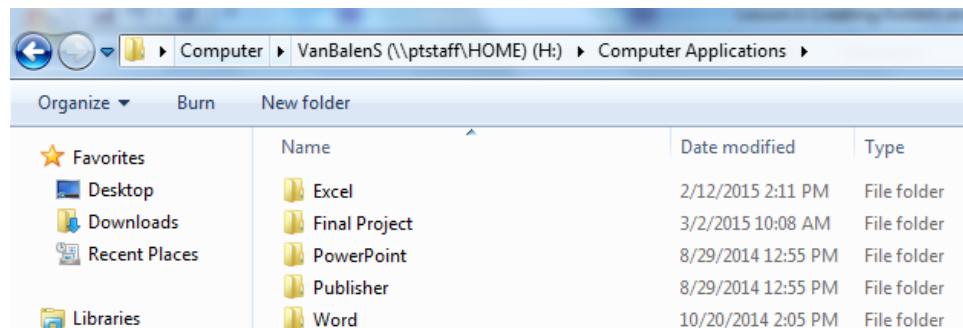
Just like you keep your class papers in folders, computer files can be stored and organized in folders too. For Computer Applications 7, all of your files must be saved in a Computer Applications folder on your H drive. (Remember, the **H drive** is the drive that you can access on any computer in the school district. This is possible because all computers are part of the school **network**.)

## Part 1 – Creating Folders for Your Files

1. Click on the **Start** button, click **Computer**.
2. Double-click on your **H drive** (your username).
3. On the **Menu Bar** at the top, click **New Folder** button.



4. Type **Computer Applications** and press **Enter**.
5. **Double-click** on your **Computer Applications** folder to open it.
6. Repeat step #3 and create the following sub-folders within your Computer Applications folder. These will be names of the folders you create:
  - Excel
  - Final Project
  - PowerPoint
  - Publisher
  - Word
7. Your folders should now appear like this:



8. Leave this window (Your H drive window) open for use in part 2.

## Part 2 – Managing Files

### Copying a File

1. Click on the **Start** button, click **Computer**.
2. Double-click on the **Q drive** (Remember – This is the teachers' passouts directory).  
We will call this your **Q drive window**.
3. In your **Q drive window**, **double-click** on the **MS** Folder and then **double-click** on the **Van Balen** folder.
4. Right-click on the file called **Student Information.docx**.
5. Choose **Copy**.
6. Now, close your **Q drive window**.
7. Click back on your **H drive** window (this is the window you had open for Part 1).
8. Inside your **Computer Applications Folder**, right-click in the white area of the window and select **Paste**. The file **Student Information.docx** is now in your Computer Applications folder.

### Renaming a File

9. Right-click on the file **Student Information.docx** and choose **Rename**.
10. Highlight the filename.
11. Type in the new filename **All About Me** and press Enter.

### Saving a document to your H drive

12. Click on the **Start** button, click **Computer**.
13. Double-click on the **Q drive** (Remember – This is the teachers' passouts directory).  
We will call this your **Q drive window**.
14. Double-click on the **MS** Folder and then **double-click** on the **Van Balen** folder.
15. Double-click on the **Course Syllabus.docx** file. The file will open on your screen in Microsoft Word. At the top, click the yellow **Enable Editing** button.
16. Click the **File Button** in the upper left hand corner of the Microsoft Word window.
  - a. Choose **Save As** -> **Click on Browse**→**Double-click on My Computer** -> **Double-click on your H Drive** -> **Double-click on Computer Applications folder**->**Double-click on your Word folder**.
17. Click in the **Filename box** and type the filename **Lesson 1**. **Click Save button**.

\*\*\* You will receive points for correctly completing this lesson.