

## *Activity 3 Creating folders and saving files*

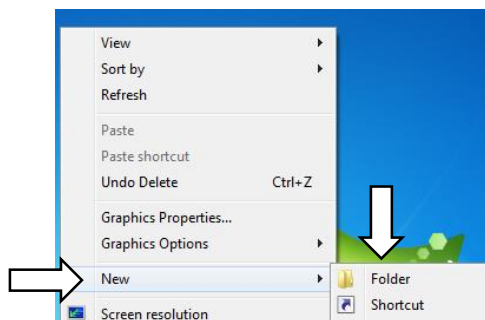
### **Why create a folder**

Creating an electronic folder on your computer is a good way to keep your documents and files organised.

### **How to create a new folder on the computer desktop**

Right click your mouse in a spare space on your computer desktop and a box will appear.

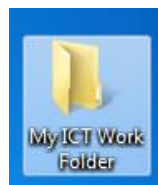
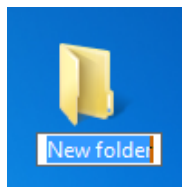
Select New



When another box appears, select Folder

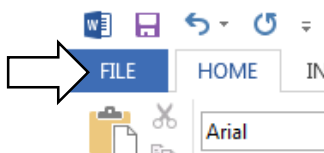
A new empty folder will appear.

The wording highlighted in blue means it is ready for you to type the name of your new folder. Just type straightaway on the keyboard. The box will clear as you type your new folder title.

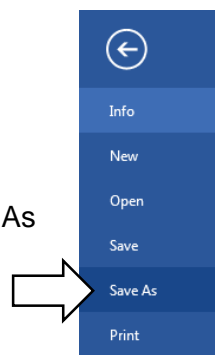


### **How to save a Word document to your folder.**

In Microsoft Word - select the File tab at the top left of the window.

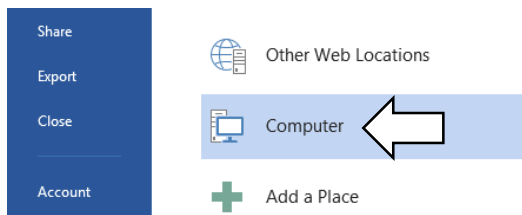


When a new window open select Save As



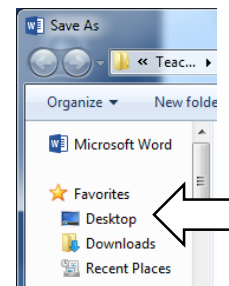
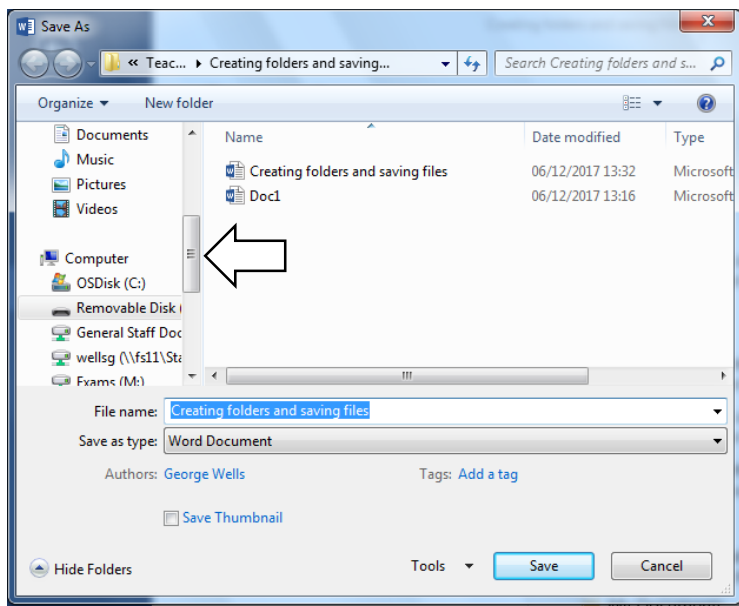
## Activity 3 Creating folders and saving files

Double click Computer



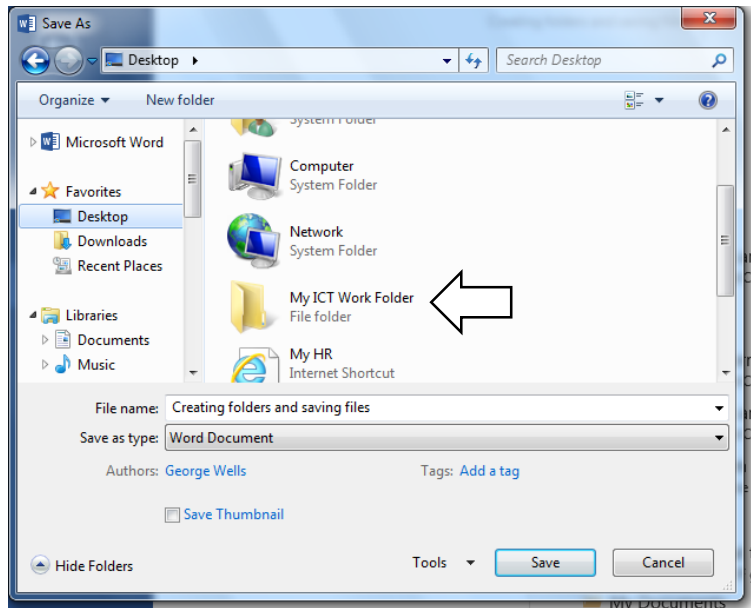
The Save As box will appear.

Click and drag the slider up until Desktop is shown

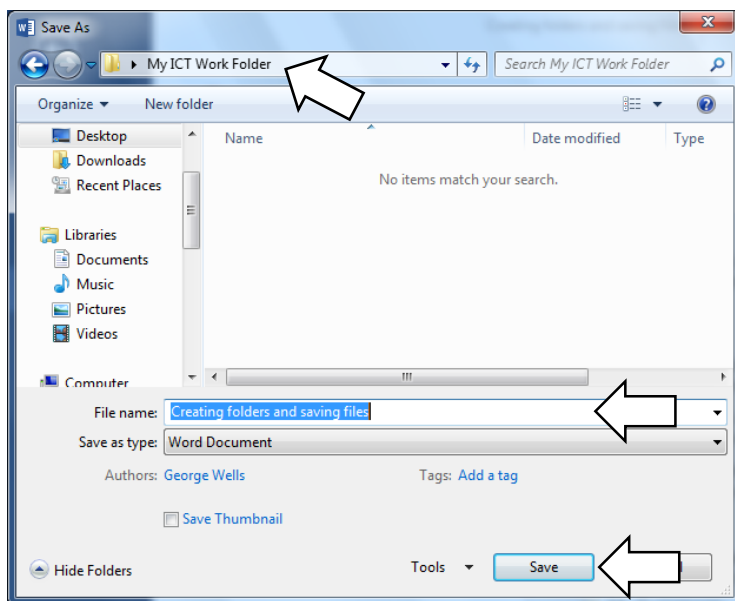


Double click the Desktop icon and a window will open and you will be able to see your new folder.

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Double click the  
My ICT Work Folder and the  
folder will open.



The folder name will be shown at  
the top.

However, there won't be anything  
inside it as we haven't saved  
anything to it yet.

Type in a new file name for your  
document.

Then click Save.

If you continue working on your document, it is good practice to save it regularly.

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### **How to save quickly and overwrite the old document with the new one.**

Click the Save icon located at the top left of the screen.



Not much will appear to have happened, but it will have replaced your old document with the new one, in exactly the same folder.

### **Saving in other Office applications**

Microsoft Office applications such as Excel, PowerPoint, Outlook and Publisher all save files in the same way, so you only need to learn how to do it once.