
Computer Basics
Working With Folders
Exercise 1

Using the knowledge you now have do the following exercise on the computer. Refer back to the handout if you need to do so or call the tutor for more help.

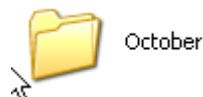
1. Open My Computer
2. Open My Documents
3. Create a New Folder called My Camera Pictures
4. Open the new folder.



5. Create 4 new sub folders within My Camera Pictures folder called August, September, November, January



6. Rename the November folder to call it October



7. Delete the January folder and send it to the recycle bin.



8. Close My Computer
9. Open My Computer
10. Find the sub folder called October and open it.
11. Check with the tutor to make sure you have understood and carried out the exercise correctly.
12. Well done!