

# Format Disk in Drive A

- Start Explorer
  - Click Start Button. . . Programs. . . Windows Explorer
  - Right-click the drive that you want to format (A)
  - Select Format
    - Verify correct capacity
    - Full, Quick
    - Start, Close

# Getting Acquainted with Your Digital File Cabinet

- Disk Drive
- Folders
- Files

# To Organize Documents

- Create Folders
  - Let's create three folders and two subfolders on Drive A
    - Memos
    - Letters
    - Recipes
      - Cakes
      - Pies

# To Create a Folder

- Select the disk drive by clicking it (A)
- File. . . New. . . Folder
- In folder icon, type name
  - Memos
- Repeat to create folders for Letters and Recipes

# To Create a Subfolder

- Double click folder where subfolder will appear (Recipe)
- File. . . New. . . Folder
- In folder icon, type name (Cakes)
- Repeat to create Pies folder

# Look at Your Digital File Cabinet

- Click on A
- What do you see?

# Create Documents in Word

- Type “This is a memo to the President.”
  - Save as President on Drive A
    - Filenames (255 character)
    - Explore Save Options
  - Type “I like to write letters to friends.”
    - Save as “Friends Letter”
  - Type “This is my favorite cake.”
    - Save as “My Cake”

# Moving a File to a Folder

- Move “President” to Memo folder
  - Click and drag



# Copying a File to a Folder

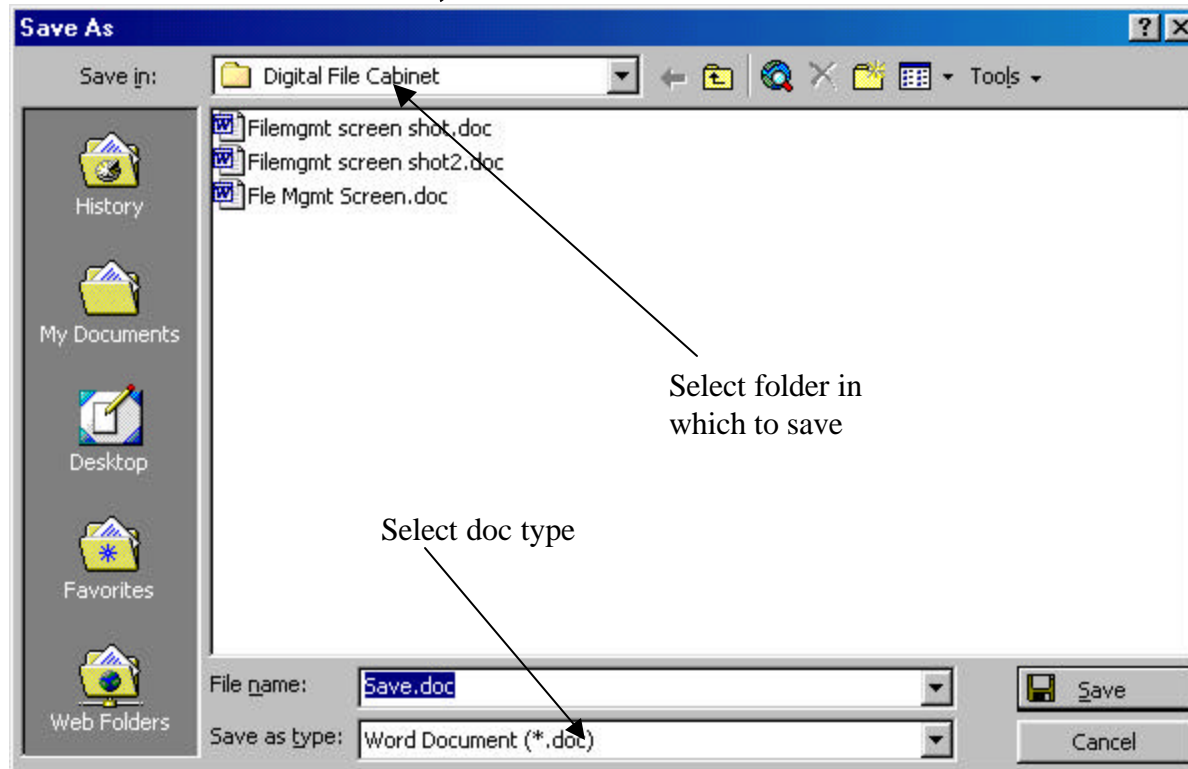
- Copy “Friends Letter” to Letter folder
- Hold down Control; click and drag file

# Move a File to a Subfolder

- Right click “My Cake”
- Select cut from pop-up menu
- Double click Recipes
- Right click Cakes
- Select “Paste” from pop up menu

# Saving to a Specific Folder

- Create a doc in Word and save into a specific folder; File. . . Save As



# What Folders Will Your Online Class Require?

