

# Organising your Work into Folders

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Imagine if everything in your bedroom or desk or house were just throw in the middle of the floor; you wouldn't be able to find clean socks in the morning or get your books ready for lessons. It is really hard to find things if they are not in the right place.

One motto I know is: **Everything has a place and there is a place for everything.**

The same goes for all your work on the computer. If you store everything in the same place you will never be able to find it again. So today we are going to learn how to create folders to store our work in.

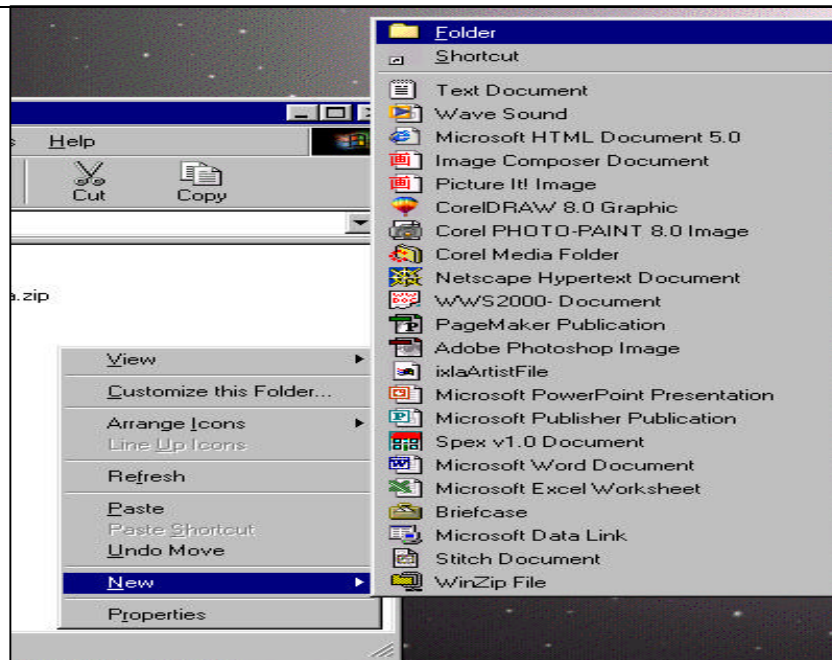
### Creating New Folders:

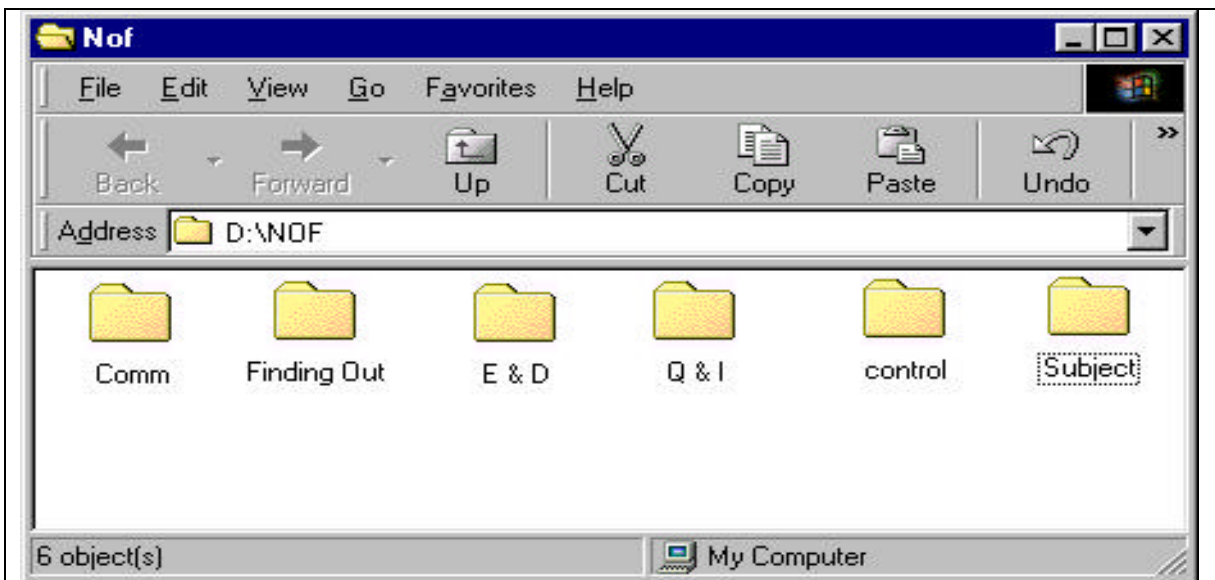
1 Double click My Computer



2 Double click the C: drive or if using a network your login name. Then if using the C:\ drive navigate to 'My Documents' and double click it. All yellow folders need a double click to open.

3 Create folders by clicking the right mouse button in the right side of open window (in any white area). Then click **New**, then **Folder**.





Give your folder a name for example NOF. Then you can create subdirectories within the directory. Try to think of short names to use BUT use ones you will remember.

You can now save all your work for that topic, curriculum area – English, Maths, Science etc. in the correct folders. You are now beginning to organise your own area on the C:\ Drive or on the Network drives.

### **Your Task**

Create some folders of your own to use at school. Remember you can have folders within folders. For example, your NOF folder could be ICT, then the databases area could be Q&I, then the spreadsheet area could be E&D, then the control area could be CL or Control, the Finding Out could be FO and Communication could be Word or WP or Comm. You will eventually have a folder for other work you do at school so these could be included for example SEN. This will make it much easier to find things in the future.