

NAME: _____

Files and Folders (2.1 f-g)

One annotated screen shot/snip tool image of each of the following:

| SKILL | TICK WHEN COMPLETED |
|--|----------------------------|
| Folder structure | |
| How to delete a folder/file | |
| How to rename a folder/file | |
| How to save | |
| How to save as | |
| How to print | |
| how to back up onto memory stick (handle and store media) | |
| How to Compress a folder to send via email | |
| Sending files via https://wetransfer.com/ Send to my email elaine.munnkwc@outlook.com | |