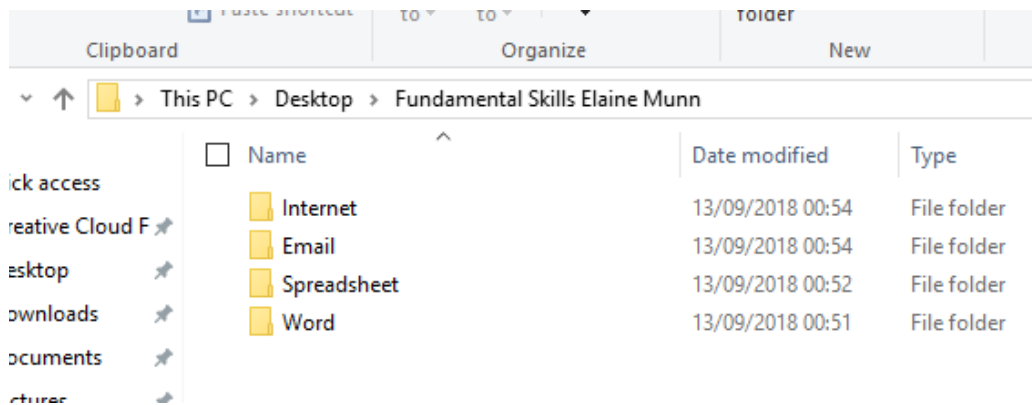
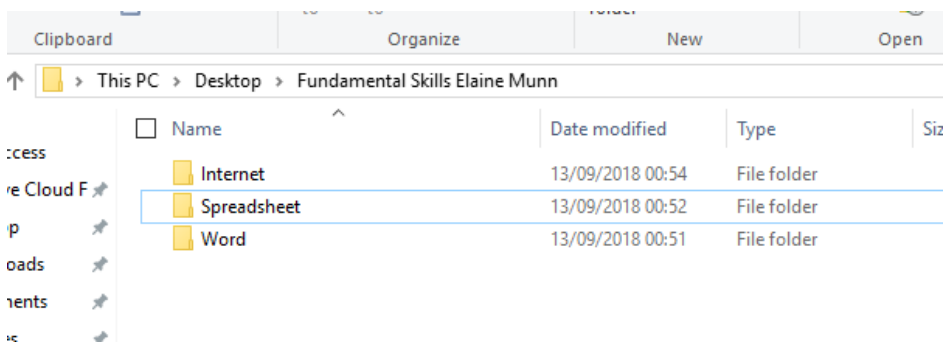


Folder Exercise 1

1. Create a folder on the **DESKTOP** called **ICT Skills**
2. **Rename** this folder to **Fundamental Skills (ADD YOUR NAME)**
3. Next create the following **Sub Folders**:
 - a. Internet
 - b. Email
 - c. Spreadsheet
 - d. Word
4. Examine your new folders – they should appear as follows:



5. **DELETE** the folder Email – They should appear as follows



From now on, make sure you save any new work into the appropriate folder.