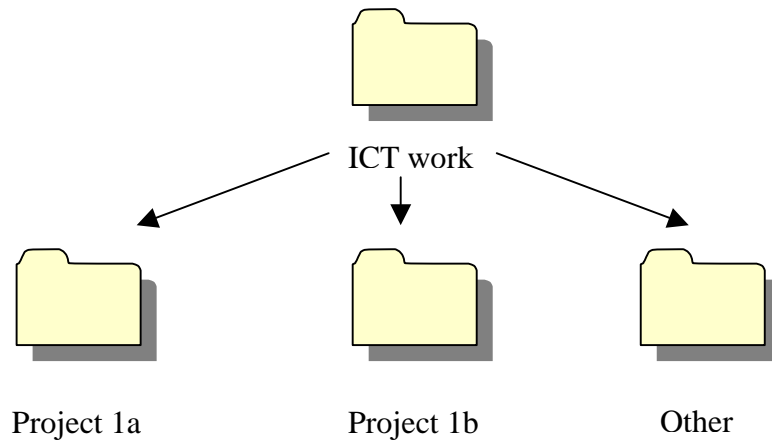


Task 1 – Set up your folders

To make sure you never lose any of your work you need to make new folders in your user area, and save all your work for this project in the folder named 'Project 1a'.

You will need 4 folders to start with:



To create a folder:

Click on the Start button

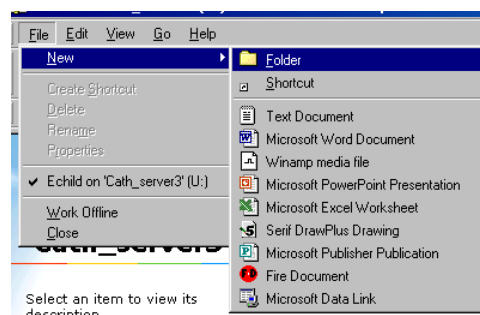


Next click on My Folder to



access your own user area

Go to >File >New > Folder



Click on the new folder and press the F2 key



Type the name for the folder

