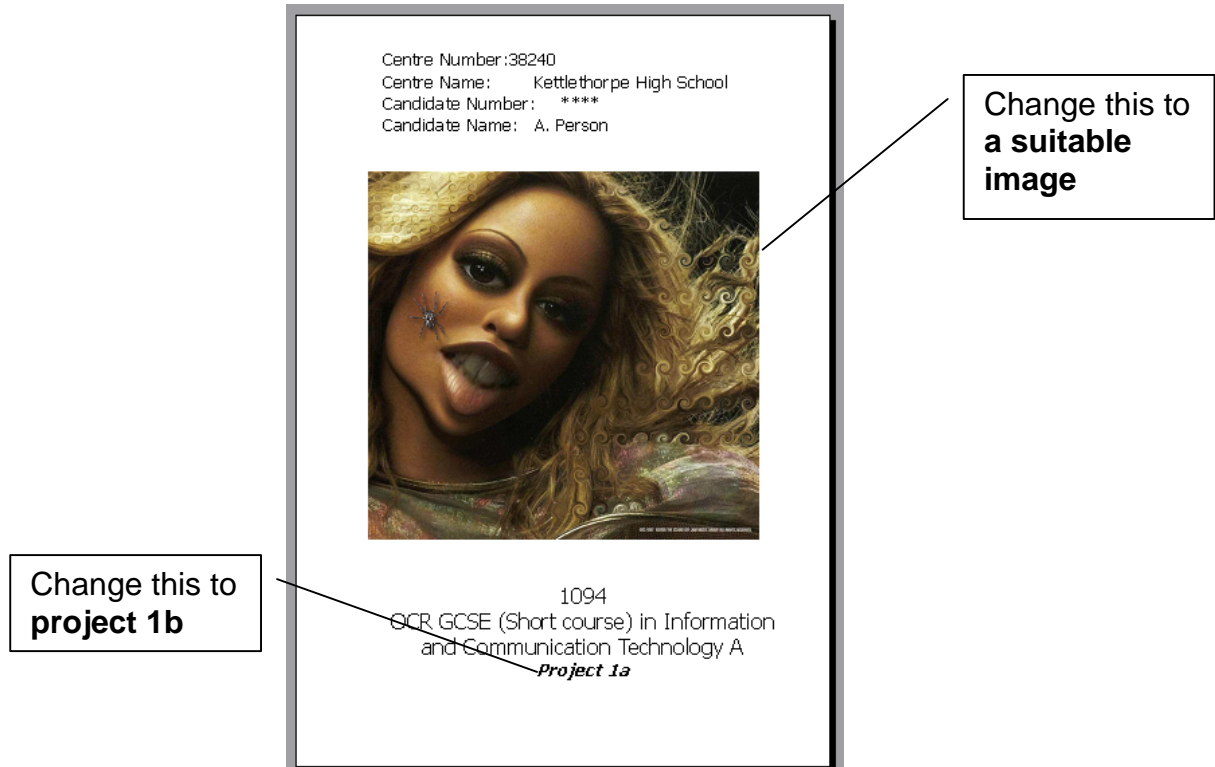


Task One – Front Cover

Make ICT work for you! Open your Project 1a folder and locate your front cover. Click on the file once to select it, click on 'Edit' on the Menu Bar, and choose 'Copy'.

Navigate to your Project 1b folder, choose 'Edit' again, and now paste the file into the folder. All you now have to do is replace your image with something more appropriate, perhaps a piece of clipart of a mobile phone, and alter the project title to 1b.



This has now saved you from typing the same information all over again. When you save your work, remember that you are now on Project 1b, so save it to the correct folder in your user area.

Once you have saved your work, you need to print one copy of your front cover. At this stage it doesn't matter if it is B & W.