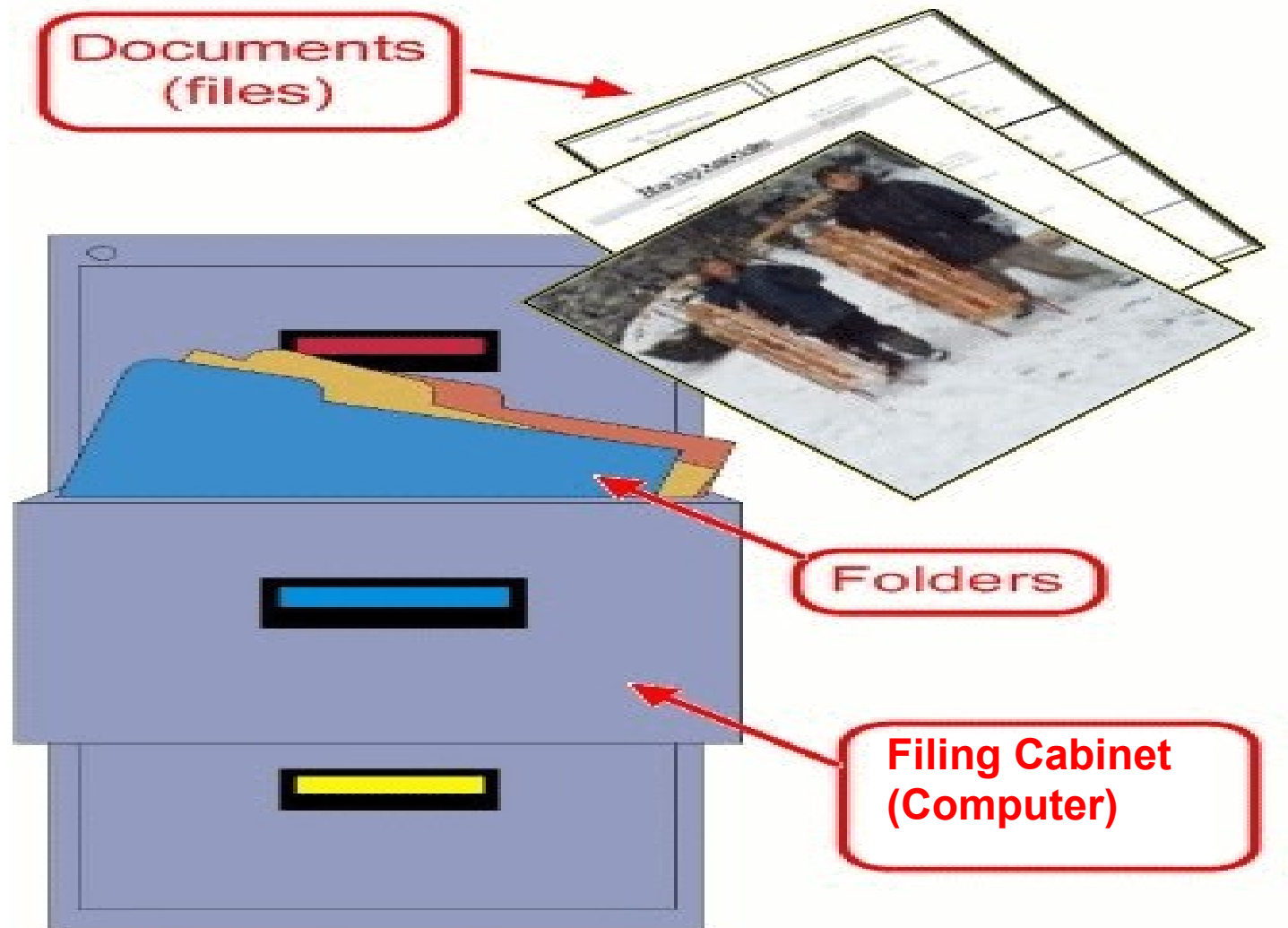
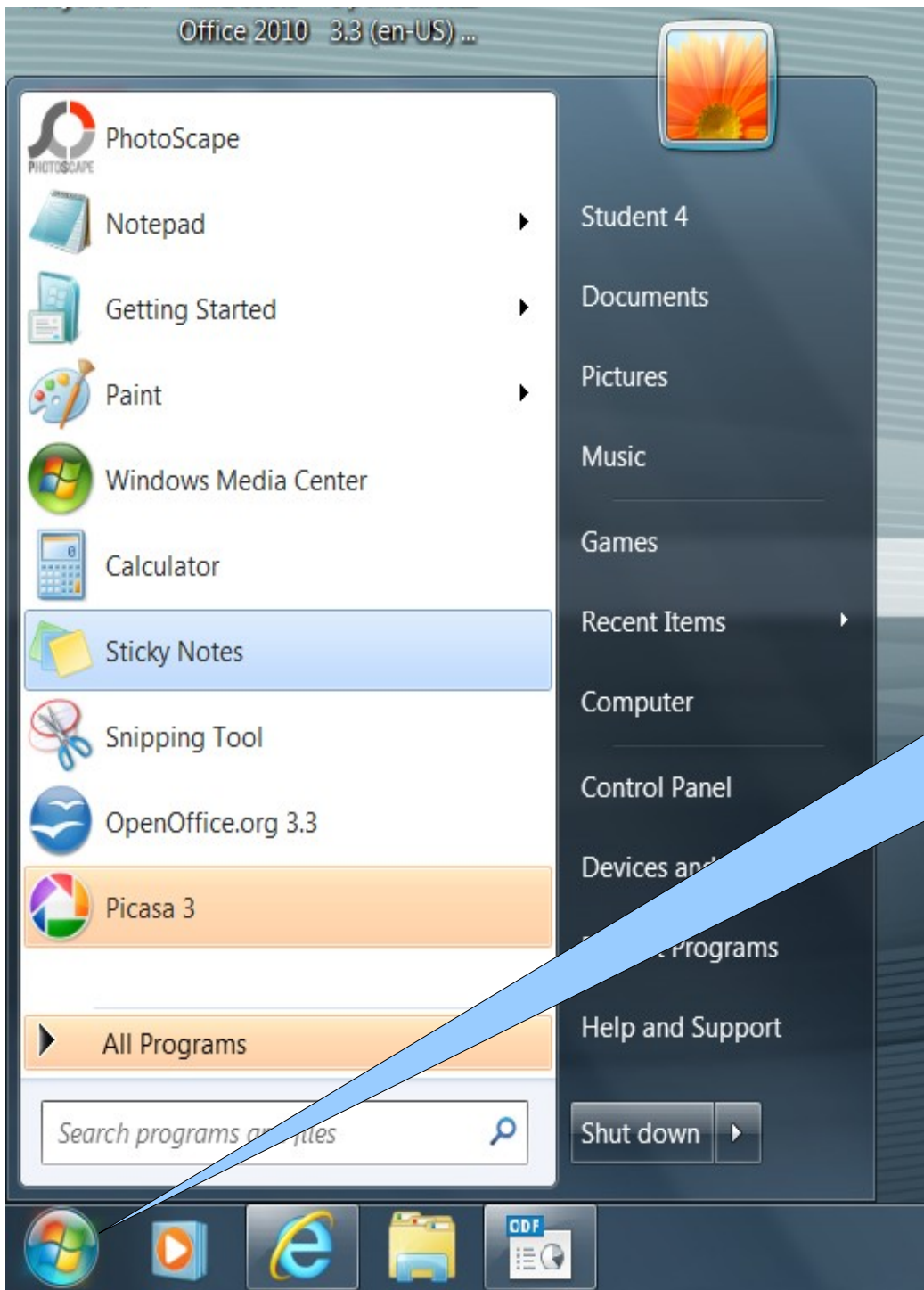


CREATING AND VIEWING FILES AND FOLDERS ON YOUR COMPUTER





Clicking on the start button on the left hand side of the screen or desktop will bring up this box.



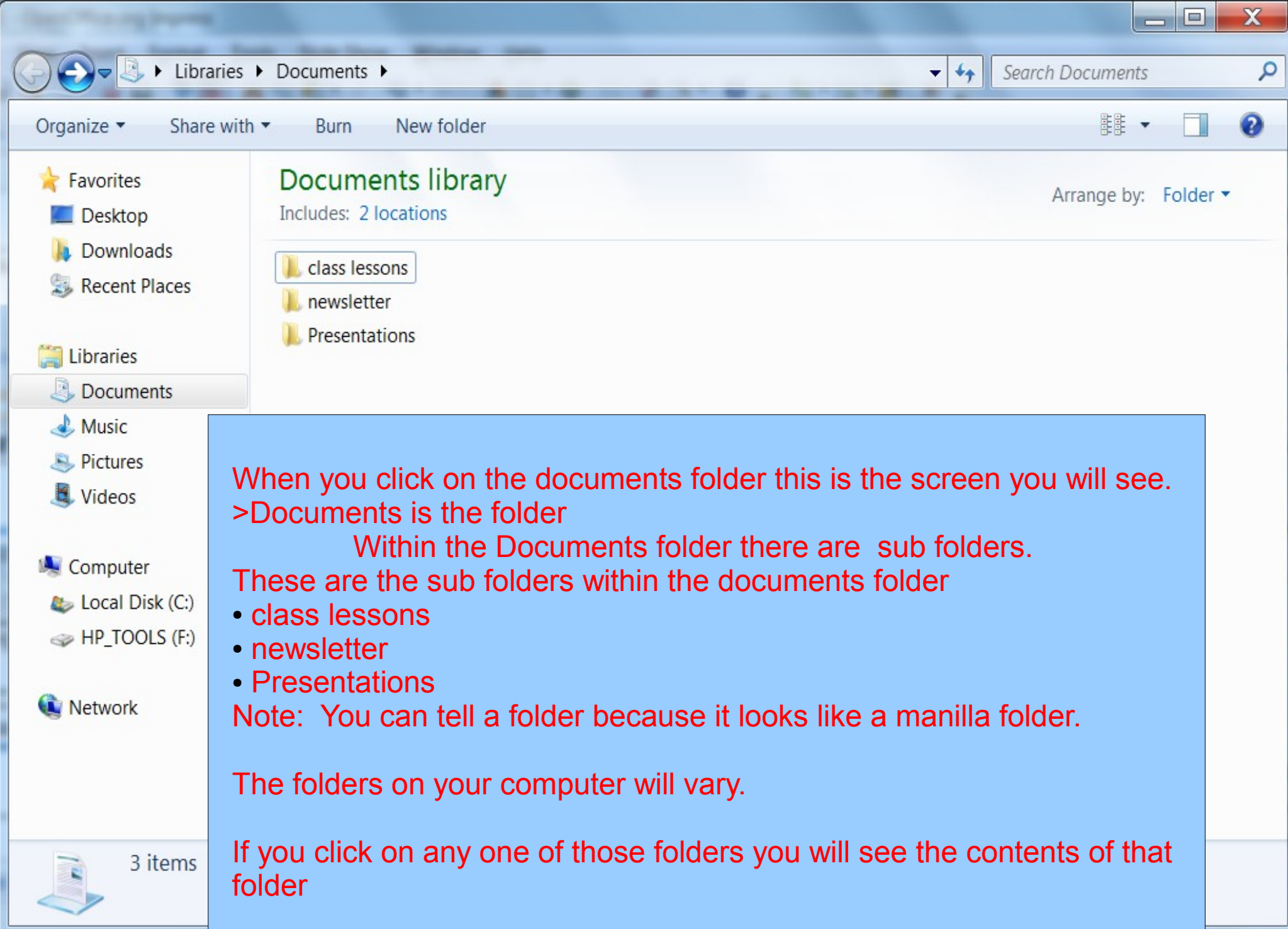
- PhotoScape
- Notepad
- Getting Started
- Paint
- Windows Media Center
- Calculator
- Sticky Notes
- Snipping Tool
- OpenOffice.org 3.3
- Picasa 3
- All Programs

- Student 4
- Documents
- Pictures
- Music
- Games
- Recent Items
- Computer
- Control Panel
- Devices and Printers
- Default Programs
- Help and Support
- Shut down

Search programs and files

There are two types of folders we will look at. The documents folder and your pictures folder. These are the folders that you will most likely be working with to save letters and pictures. Lets start by clicking on the Documents folder.





When you click on the documents folder this is the screen you will see.
>Documents is the folder

Within the Documents folder there are sub folders.

These are the sub folders within the documents folder

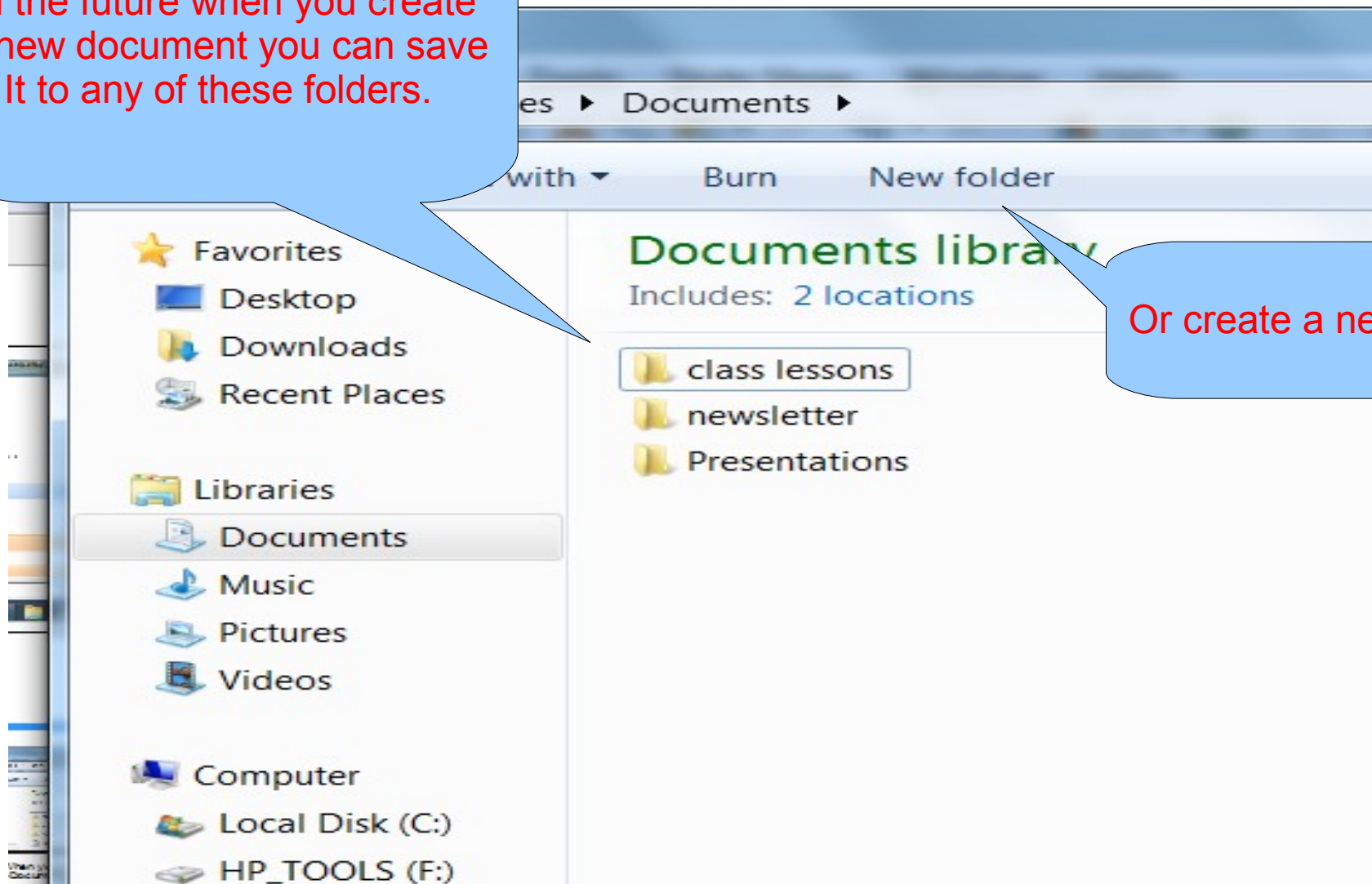
- class lessons
- newsletter
- Presentations

Note: You can tell a folder because it looks like a manilla folder.

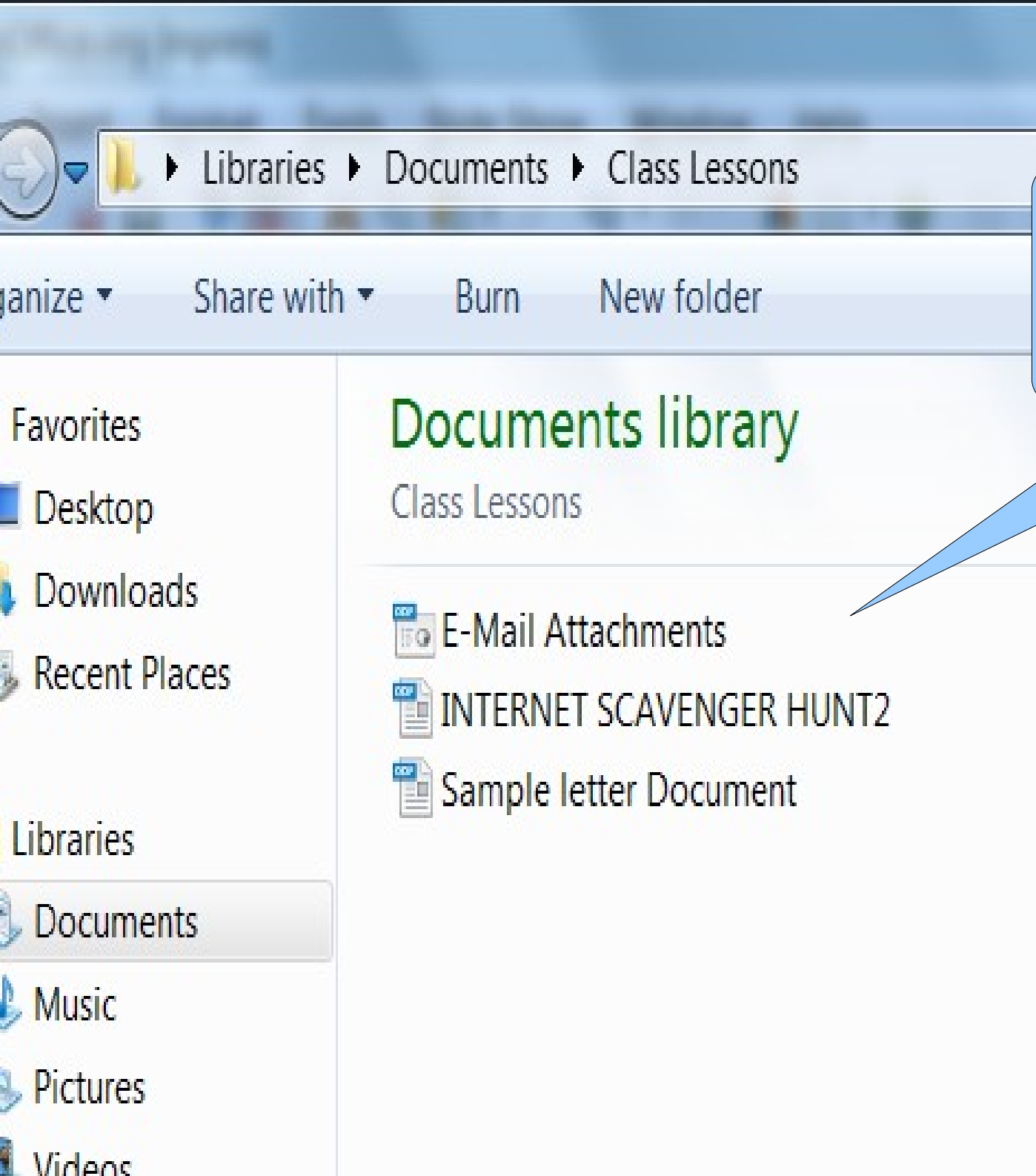
The folders on your computer will vary.

If you click on any one of those folders you will see the contents of that folder

In the future when you create
A new document you can save
It to any of these folders.



Or create a new folder



These are the three files
in the Class Lessons folder.

Note they are not
Preceded by a manilla folder
Therefore they are files



- PhotoScape
- Notepad
- Getting Started
- Paint
- Windows Media Center
- Calculator
- Sticky Notes
- Snipping Tool
- OpenOffice.org 3.3
- Picasa 3
- All Programs

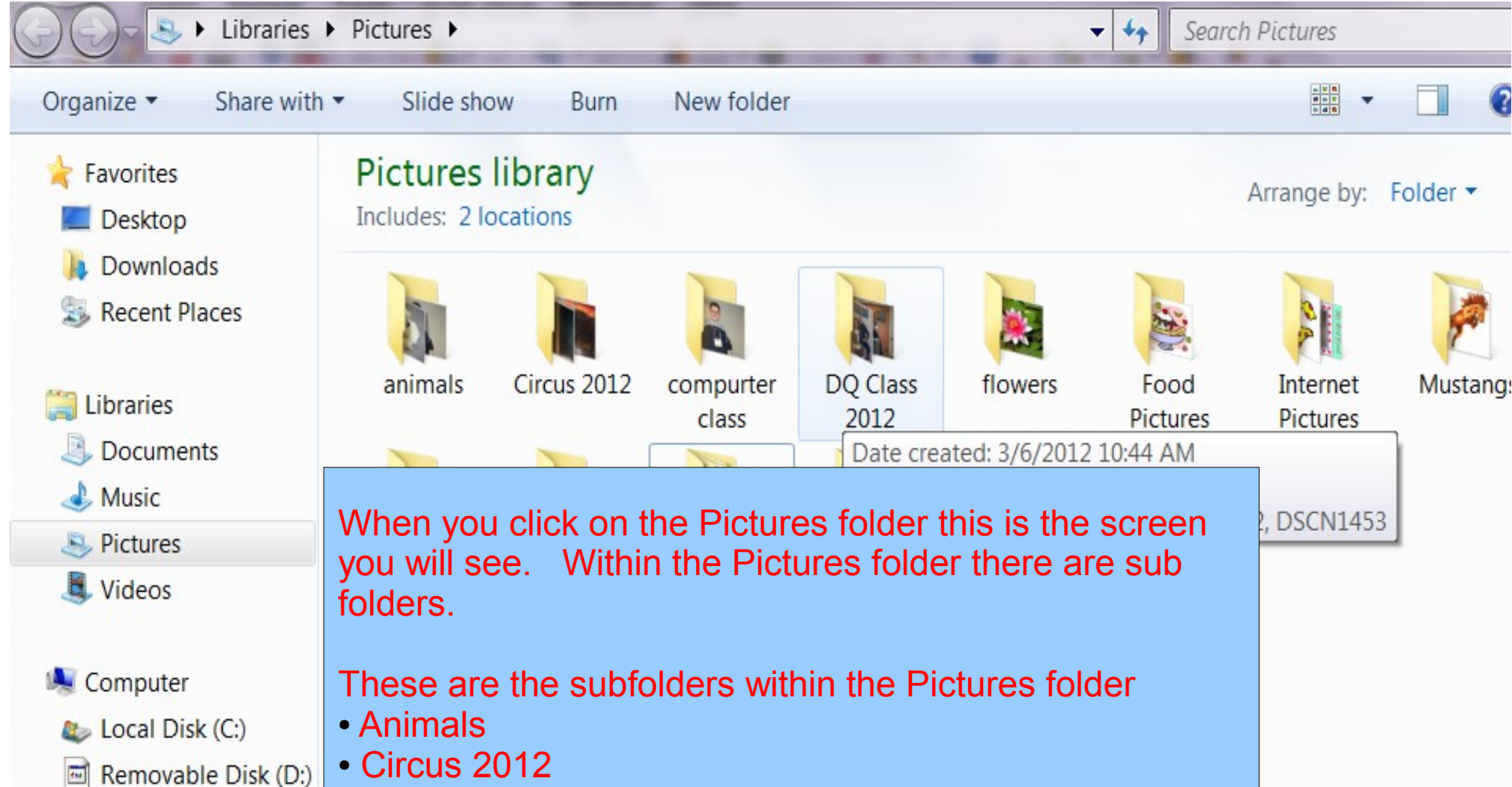
- Student 4
- Documents
- Pictures
- Music
- Games
- Recent Items
- Computer
- Control Panel
- Devices and Printers
- Default Programs
- Help and Support

Search programs and files

Shut down

Now lets look at the pictures folder





In the future when you save
A picture you can save
It to any of these folders.

Or Create a new folder

Organize ▾ Share with ▾ w Burn New folder

★ Favorites

Desktop

Downloads

Recent Places

Libraries

Documents

Music

Pictures

Videos

Computer

Local Disk (C:)

Removable Disk (D:)

Picture Library

Includes: 2 locations

Arrange by: Folder ▾



animals



Circus 2012



computer
class



DQ Class
2012



flowers



Food
Pictures



Internet
Pictures



Mustang



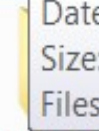
My Pictures



Parrot

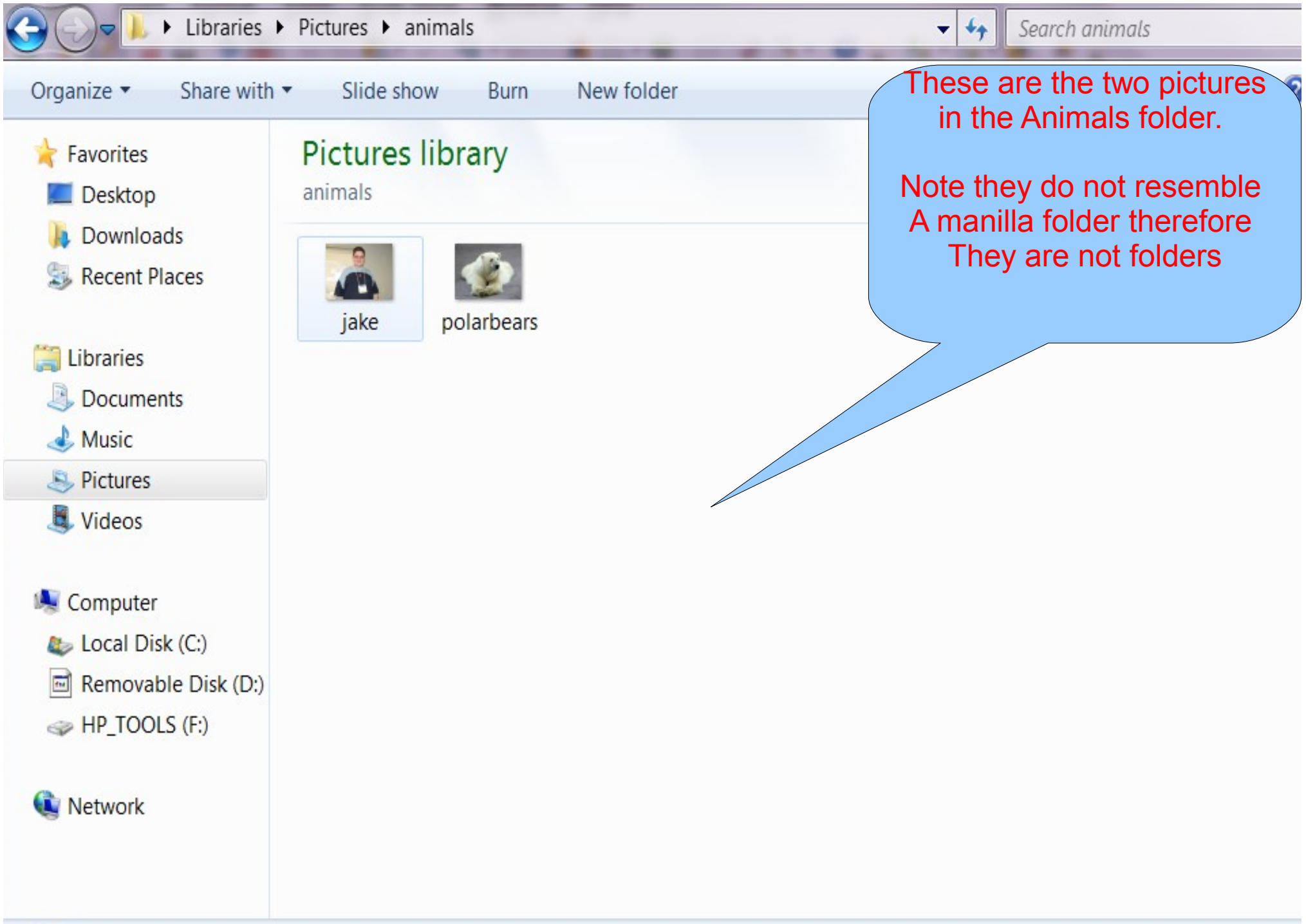


Picasa



Slide Shows

Date created: 3/6/2012 10:44 AM
Size: 4.05 MB
Files: DSCN1450, DSCN1451, DSCN1452, DSCN1453



These are the two pictures
in the Animals folder.

Note they do not resemble
A manilla folder therefore
They are not folders