Creating a Word File Folder For Your Assignments

Open My Computer

My Documents Microsoft Excel			
My Computer Microsoft Outlook W			
Recycle Bin Microsoft Word			
Sharon Parrott			
Internet Internet Explorer	My Documents	5 +	
Microsoft Word	My Pictures	Click on My Computer	
Microsoft Excel	Wy Computer	Gives access to, and information about, the disk drives, cameras, scanners, and other hardware connected to your computer.	
Adobe Reader 9	Control Panel Set Program Access and Defaults		
	Printers and Faxes		
All Programs 👂	Run		
	Log Off 🚺 Shut I	Down	
🚯 Start 🔄 Creating a Word File			
	Click on Start		

Double click on Drive H



Click on Make a new folder





Click on the X to close

