

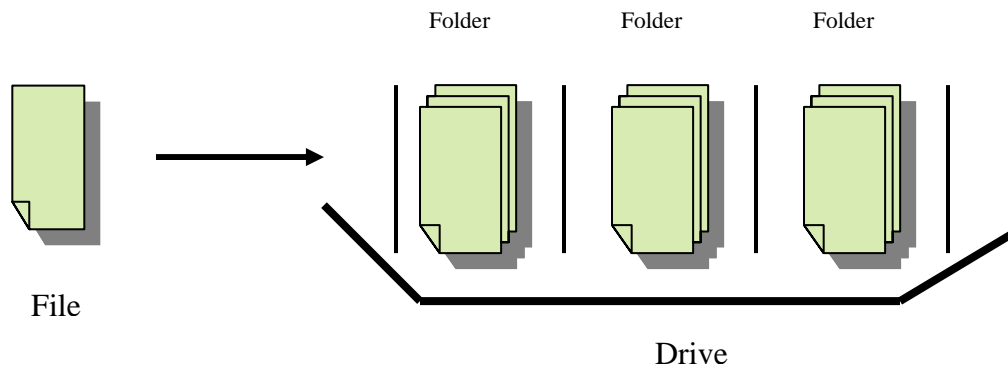
Working with files and Folders

File: A file is a collection of data that is stored together like a MS Word document.

Folders: Files are grouped together in folders also called directories.

Drive: Files and folders are stored on a hard disk, network drive or on some kind of removable media like floppy disk, CD or USB drive. The drives are allocated a drive letter like A: for floppy drive, C: for hard disk.

Path: To store or access the file you need to start with drive and then the folder name for example C:/myfiles/myfile.doc.



How to save a file in MS Word?

1. Click **F**ile
2. Click **S**ave
3. Type filename
4. Pull down the *Save in* box
5. Select the drive and folder name
6. Click **S**ave

How to open file in MS Word?

1. Click **F**ile
2. Click **O**pen
3. Pull down the *Look in* box
4. Click the drive name and folder name
5. Click the file name
6. Click **O**pen

How to create a new folder?

1. Click My Computer from Desktop
2. Click Drive name like C:
3. Click **F**ile
4. Click **N**ew
5. Click **F**older
6. Type folder name and press Enter key