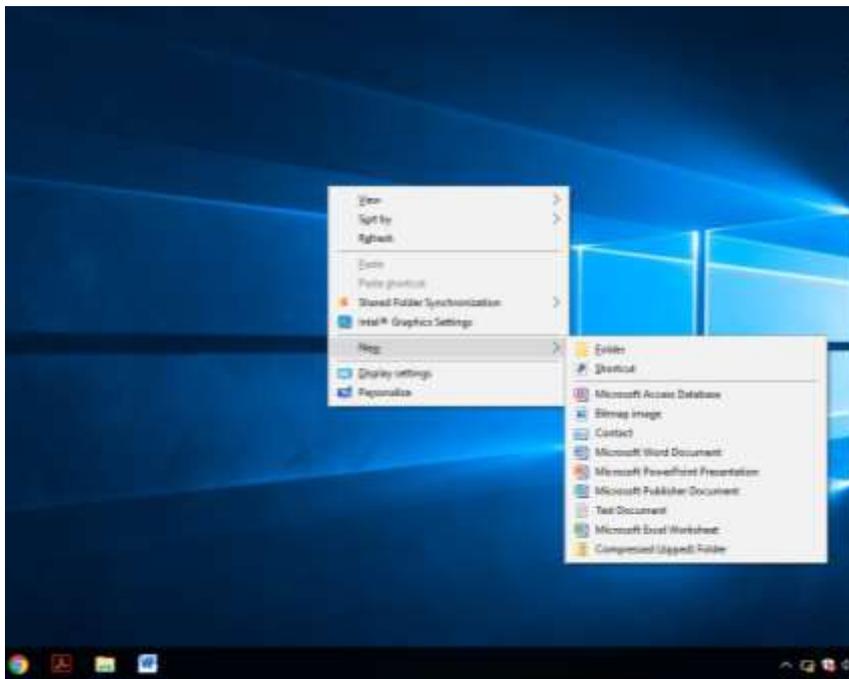
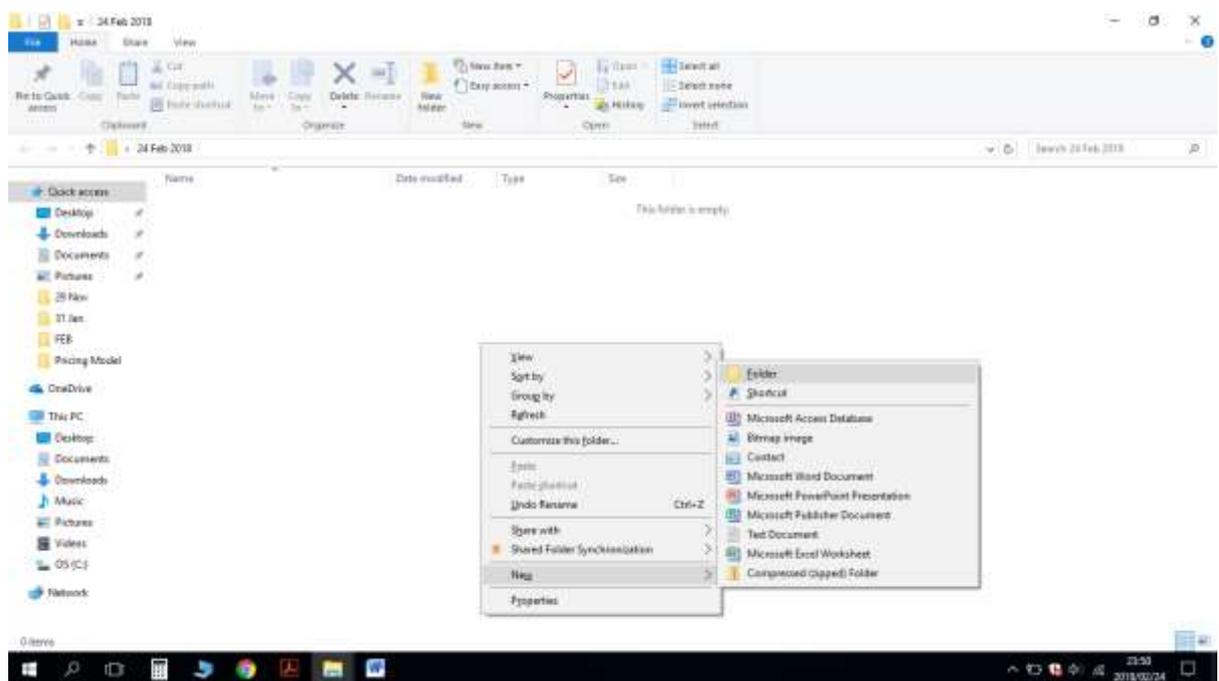


## How to Create a New Folder

1. **Right Click** in an open/free space on the **DESKTOP** to access the options menu
2. Place your pointer on **New** and click on **Folder**
3. Choose a name for the folder, Name the folder **24 Feb 2018**

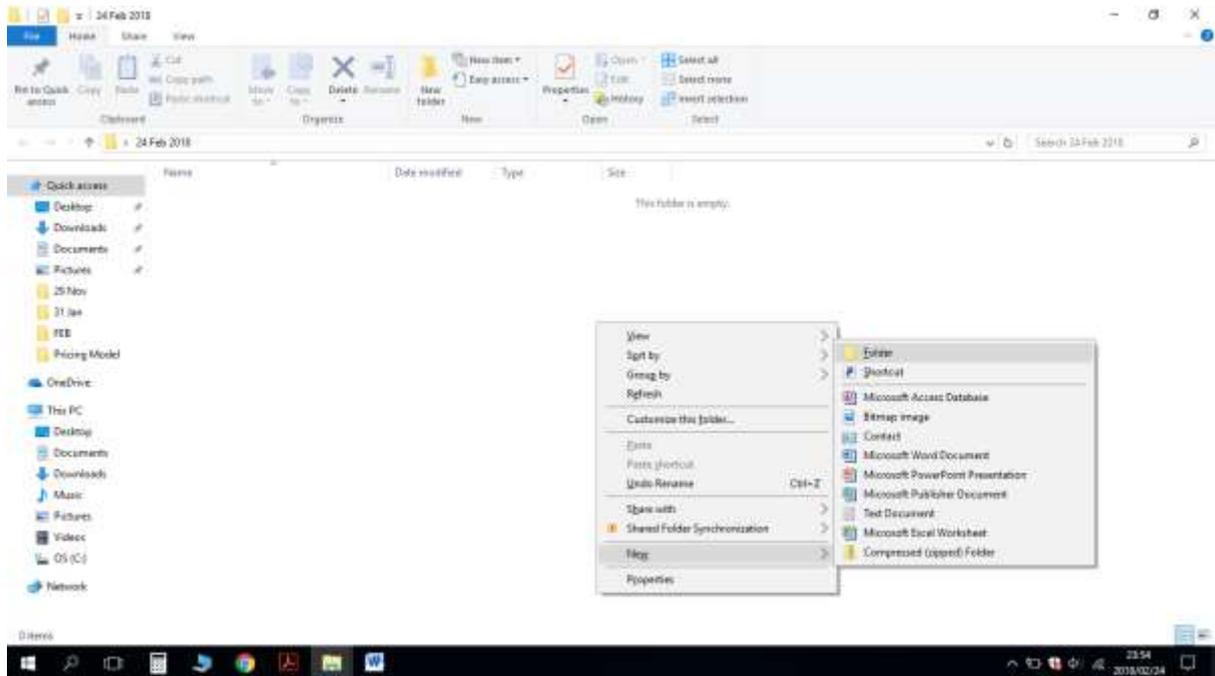


- Access or Double Click on the Folder 24 Feb 2018
- A new folder dialog box will open for the Folder 24 Feb 2018 (See folder name on top in the left hand corner)

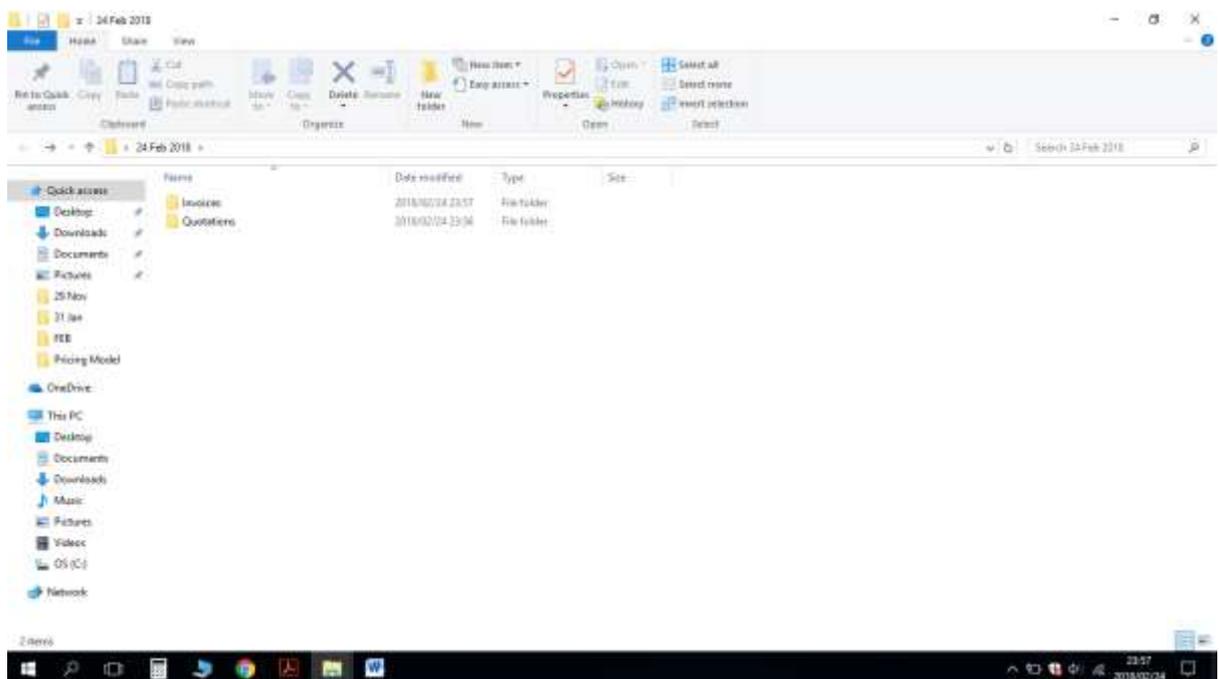


4. To create a new folder inside a folder.....
5. **Right Click** in an open/free space in the folder to access the options menu
6. Place your pointer on **New** and click on **Folder**
7. Choose a name for the folder

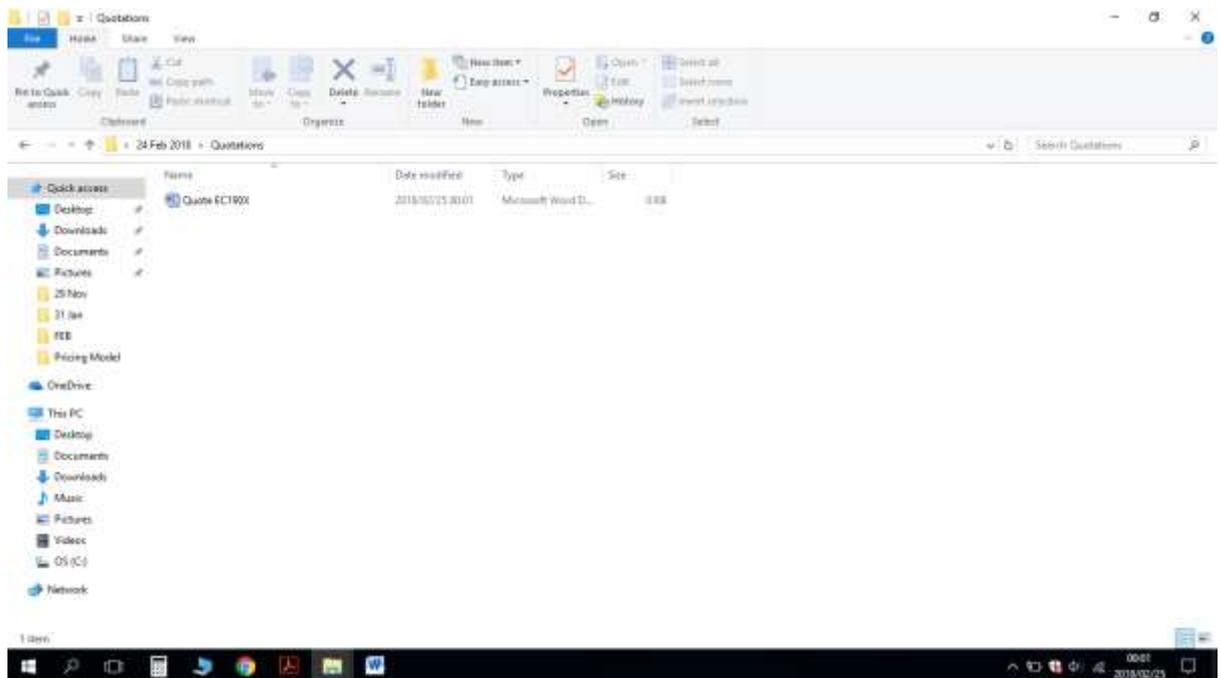
8. We are instructed to create two (2) New Folders, ie. Quotations and Invoices inside the folder **24 Feb 2018**



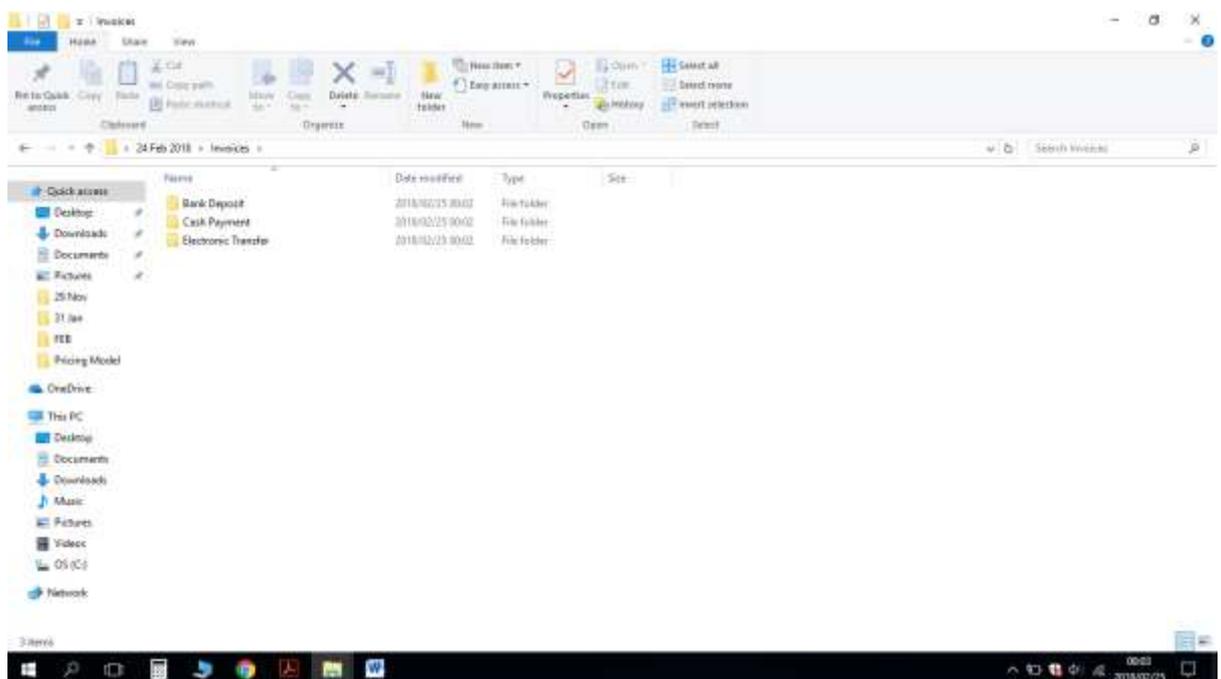
- Create 2 New Folders, ie. Quotations and Invoices



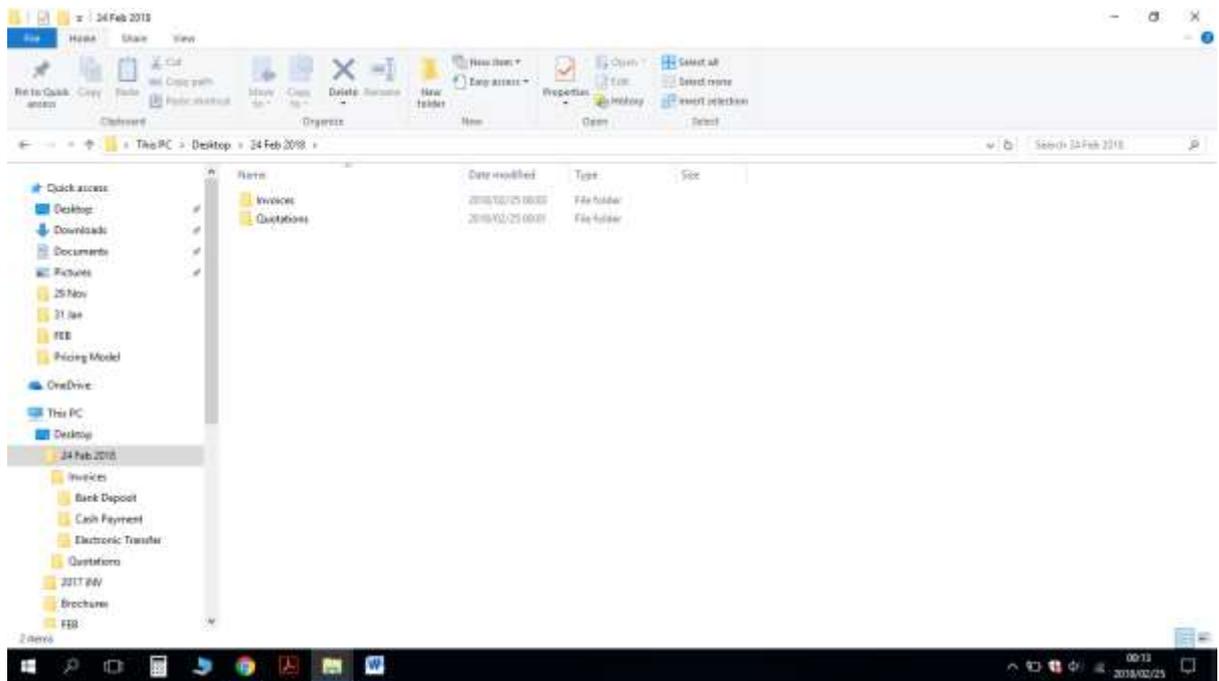
- Double Click on the folder Quotations and access the folder Quotations
- At this stage, we must agree that the folder Quotations is empty and does not have any sub folders or files / documents.
- Add a new MS Word document file to the Quotations folder.
- Rename the new MS Word document file to Quote EC190X



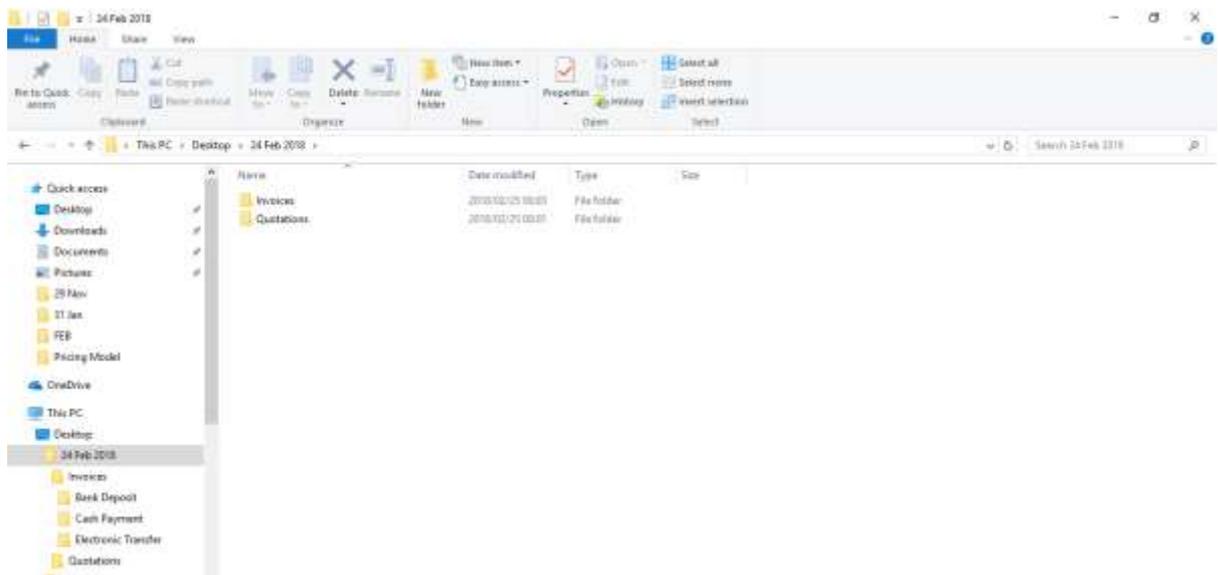
- See the file structure above
- Go back and access the Invoices folder
- Double Click on the folder **Invoices** and access the folder Invoices
- At this stage, we must agree that the folder Invoices is empty and does not contain any sub folders or files / documents.
- Add three (3) new subfolders inside the Invoices folder. **Name the subfolders, Bank Deposit, Cash Payment, Electronic Transfer.**



- Access the new file system created in the navigation pane and show the sub folder or file structure for the folder 24 Feb 2018.



The two print screens above and below shows the new folder structure for 24 Feb 2018



## File structure for the above

Documents

24 Feb 2018

Quotations

Invoices

Bank Deposit

Cash Payment

Electronic Transfer.