## How to Create a New Folder

- 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)

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- 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** 

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Create 2 New Folders, ie. Quotations and Invoices

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

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

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

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## File structure for the above

Documents

24 Feb 2018

Quotations

Invoices

Bank Deposit

Cash Payment

Electronic Transfer.