

CREATING A NEW FOLDER AND A NEW FILE – exercises

Create a New folder

Make sure you can see the window My Documents

1. Create a New folder called New CLAIT 2006
2. Create a New folder called Week 2

Create and Save a Word file

1. Open a new document in Word.
2. Type your name and date at the top.
3. Type the following text:

Loopy Limerick
'Twickenham Twit' by Richard Caley

A rugby star playing at Twickenham
Wore shorts far too tight to run quick in 'em
They pinched round the waste
Were not in good taste
And quite frankly he looked a right twit in 'em

4. Save the document with file name Loopy Limerick in folder Week 2.