

**NAME:** \_\_\_\_\_

## **Files and Folders**

One annotated screen shot/snip tool image of each of the following:

<b>SKILL</b>	<b>TICK WHEN COMPLETED</b>
Folder structure	
How to delete a folder/file	
How to rename a folder/file	
How to save	
How to save as	
How to print	
how to handle and store media	