

# Classroom Rules

- Arrive on time
- Wear lanyards
- Mobiles on silent
- Bags under desk
- No food or drinks near ICT equipment.
- Bring correct stationary (pens, folders etc)
- Be respectable to others
- Reporting safeguarding concerns? Or colleagues' concerns?



# Session Two:



## **Session 2: Files and Folders (Introduction)**

### **Session Overview**

In this session, you will learn how to organise your work using files and folders. This will help you keep your documents safe, easy to find, and well organised.





## Why is this important?

Organising your files helps you:

- Find your work quickly
- Avoid losing important documents
- Work more confidently on a computer



## What you will do

- Create your own folder
- Save a document inside your folder
- Practise opening and closing files
- Complete a simple task to check your understanding





## 📁 Step 2: Choose where to create your folder

1. On the left side, click:

👉 **Documents** (recommended)

OR

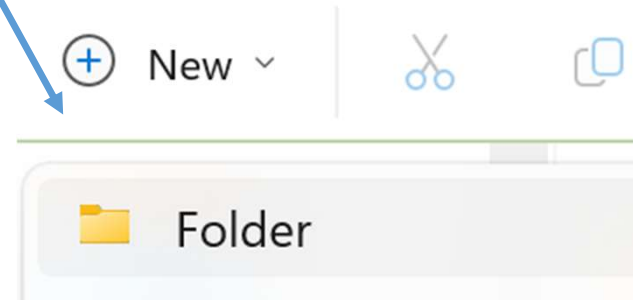
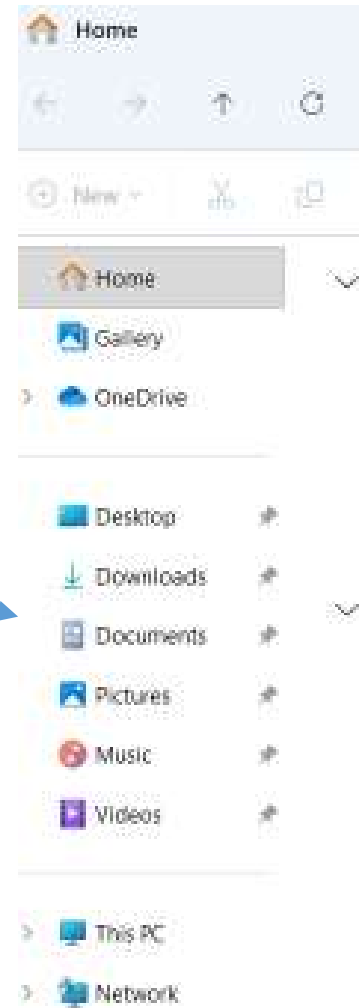
👉 **Desktop**

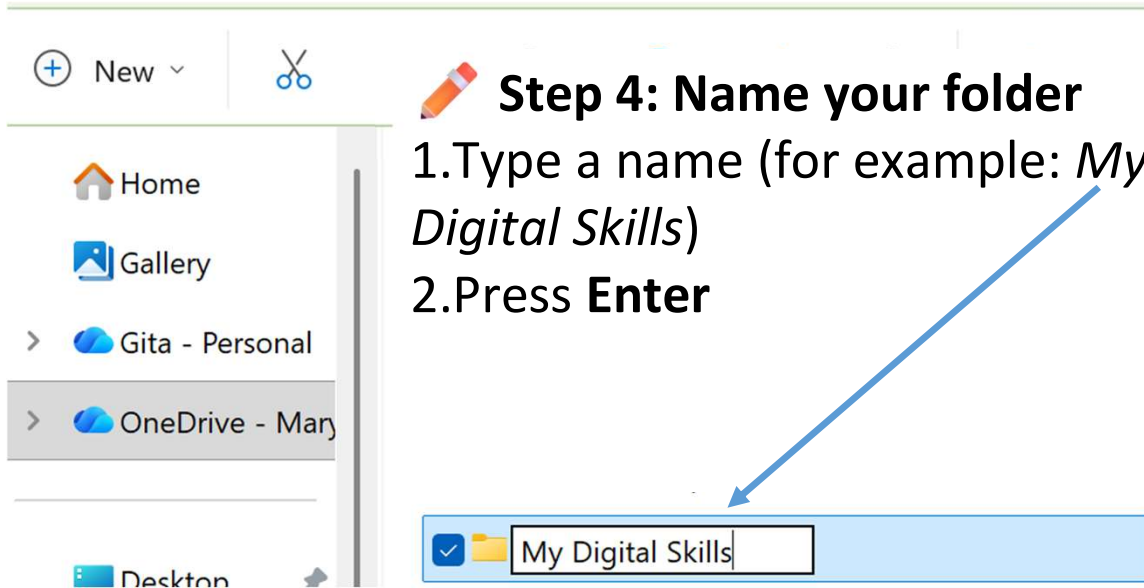
## + Step 3: Create a new folder

1. At the top of the screen, click **New**

2. Click **Folder**

3. A new folder will appear





**Step 5: Open your folder**

- 1.Double-click your folder
- 2.It will open so you can save your work inside

 **Well done!**

You have created and opened a folder 

 **Tips**

- Use **Documents** to keep your work safe
- Give your folder a clear name
- Take your time — no need to rush 😊

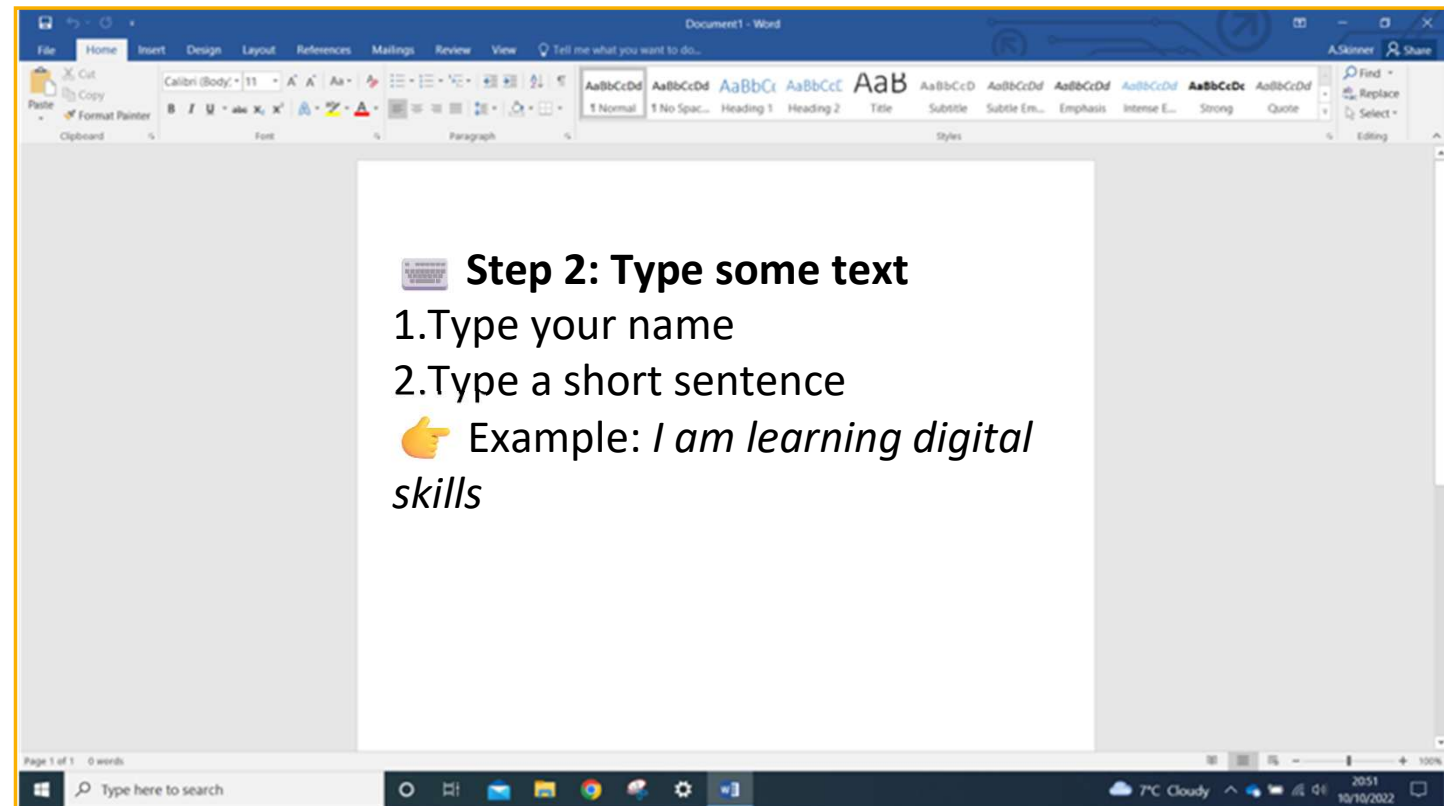
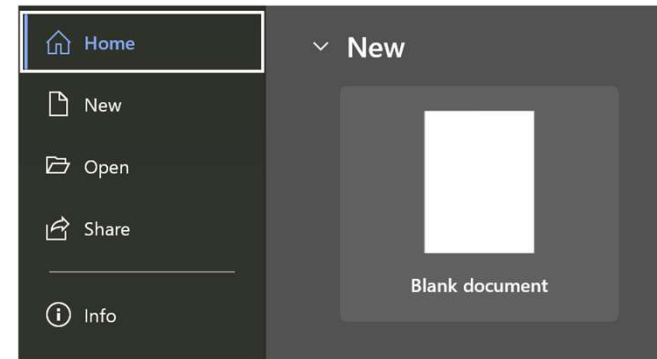




## How to Save a Document in Your Folder

### Step 1: Open a document

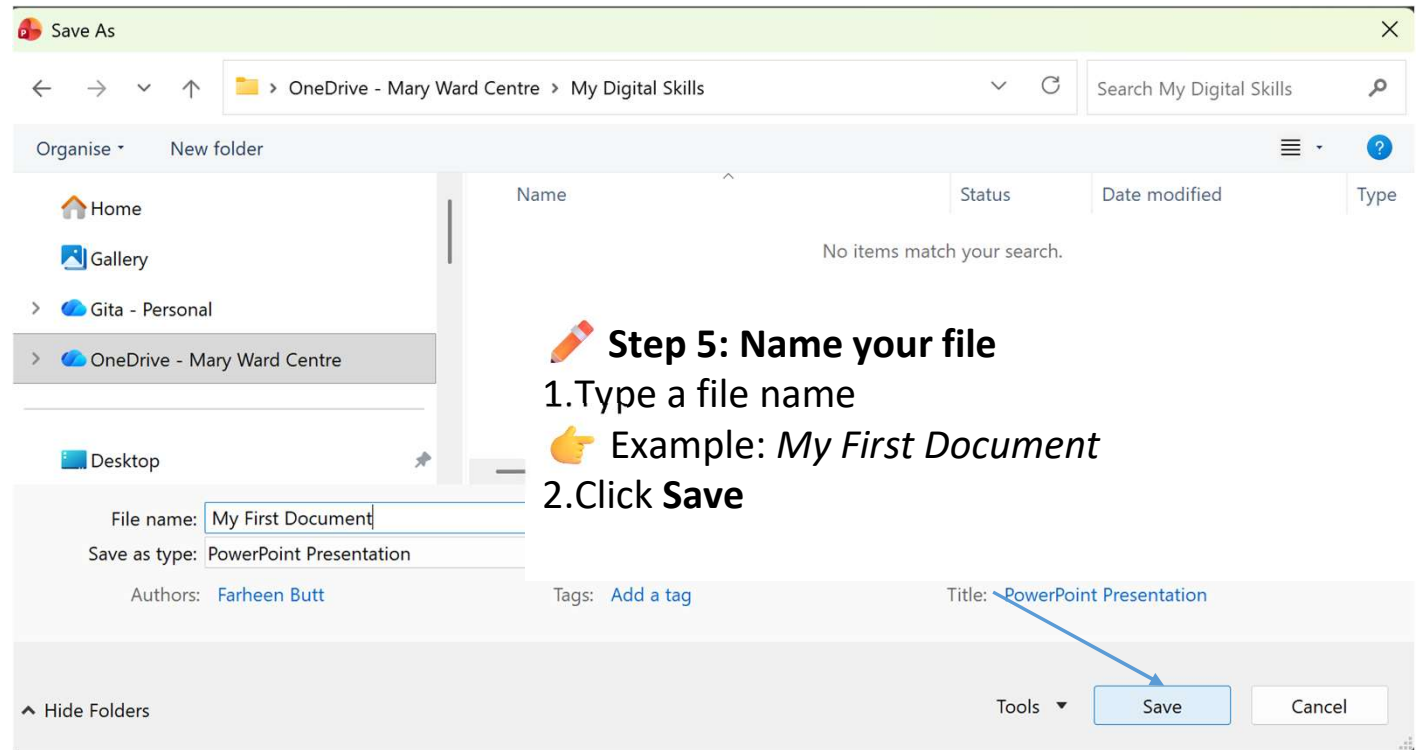
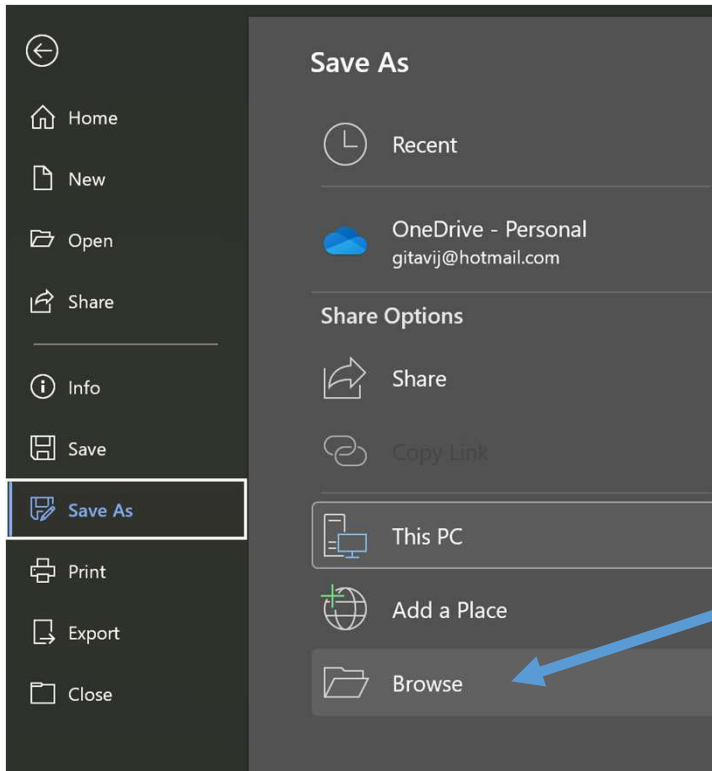
1. Open **Microsoft Word**
2. Click **Blank document**





## Step 3: Save your work

1. Click **File** (top left)
2. Click **Save As**



## Step 5: Name your file

1. Type a file name  
Example: *My First Document*
2. Click **Save**

## Step 4: Choose your folder

1. Click **Browse**
2. Click **Documents**
3. Find your folder (e.g. *My Digital Skills*)
4. Double-click to open it





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