

TASK 1 – CREATE A FOLDER AND TAKE A SCREENSHOT



What you need to do:

Create a folder called **Hobby_Club_Starter** in your Documents folder.
Take a screenshot and save it as **Task1_YourName**.

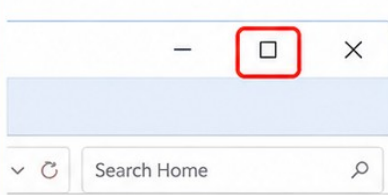
1 Open File Explorer.

Click on the File Explorer icon on the taskbar.



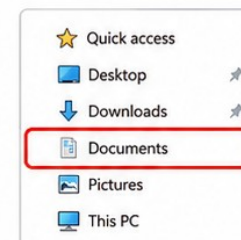
2 Maximise the window.

Click the Maximise button to make the window full screen.



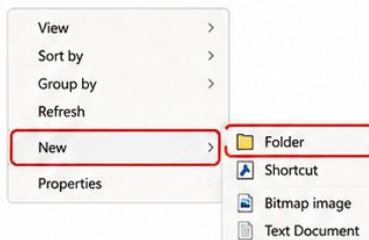
3 Click on Documents.

Click on the Documents folder in the left-hand panel.



4 Create a new folder.

Right-click in the main area.
Select New > Folder.



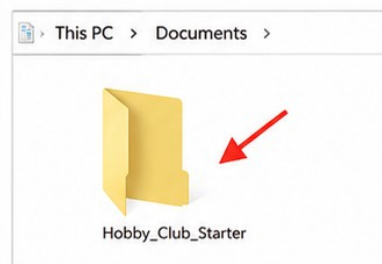
5 Name the folder.

Type the folder name exactly as shown below and press Enter.



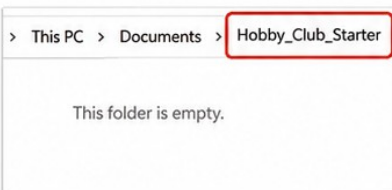
6 Open the folder.

Double-click the folder to open it.



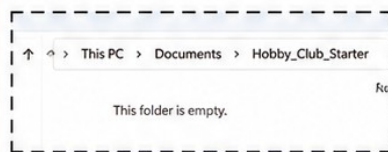
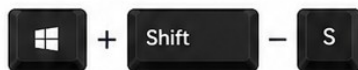
7 Check the file path.

Make sure the file path shows your folder name.




8 Take a screenshot.

Press Windows key + Shift + S.
Select the File Explorer window to capture.



9 Save the screenshot.

Save the screenshot with this file name:

 **Task1_YourName**
(example: Task1_Sarah)

Save it in the folder
Hobby_Club_Starter.



Remember: Your screenshot must clearly show the folder name and the file path.