


Practice Task 1 – Creating a Folder

 Task: Create a Folder and Save a Screenshot

- Steps to complete the task
- Open  Documents on your computer
- Right-click in the Documents area
- Click New → Folder
- Name the folder Digital
- Press Enter
- Make sure the Digital folder is visible
- Take a screenshot
(*Windows key + Shift + S*)
- Save the screenshot inside the Digital folder
- Name the file:
Task 1 – Your Name

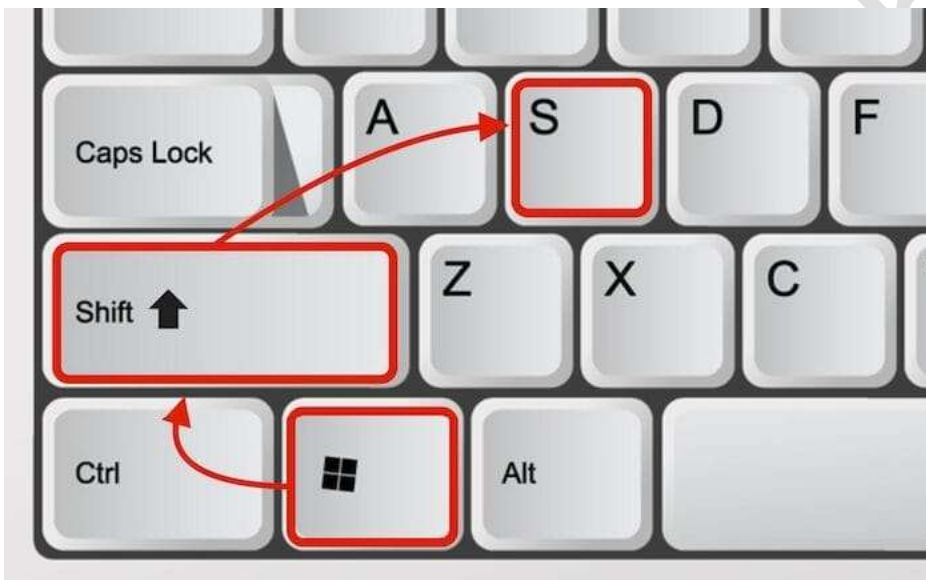
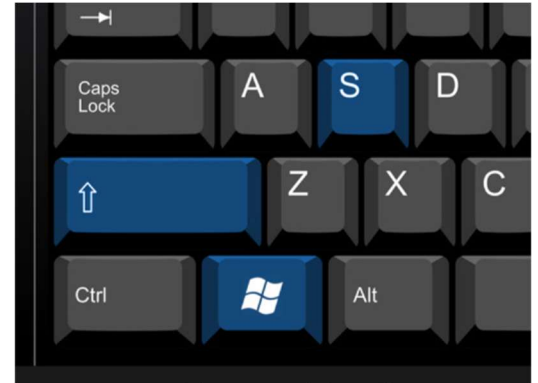


Screenshot shortcut (Windows)

Press these keys together:

Windows key + Shift + S

The Windows key has a Windows logo and is usually at the bottom left of the keyboard.



- Final check
- The folder is called Digital
- The screenshot is saved inside the folder
- The file name is correct

