Name:

Date:

School:

Facilitator:

1.03 Organizing Files into Folders

Total Points: 25

**Let's see how organized you are. From now on in the course, you should make a folder (on your computer, server space, flash drive, or disk) for each unit's work.**

**Save all of your work for the unit to this folder. At the end of each unit, you will submit a screenshot proving that you have set up this folder and are saving your files to the appropriate folder.**

1. For this unit, start by creating a folder with the name *Unit 1*.
2. Move all of your work to this folder.
3. Open the folder so that you can see the folder name in the explorer bar and all of its contents.
4. Take a screenshot and paste it below. Use the resources linked on the Task page if you need instructions for taking a screenshot.