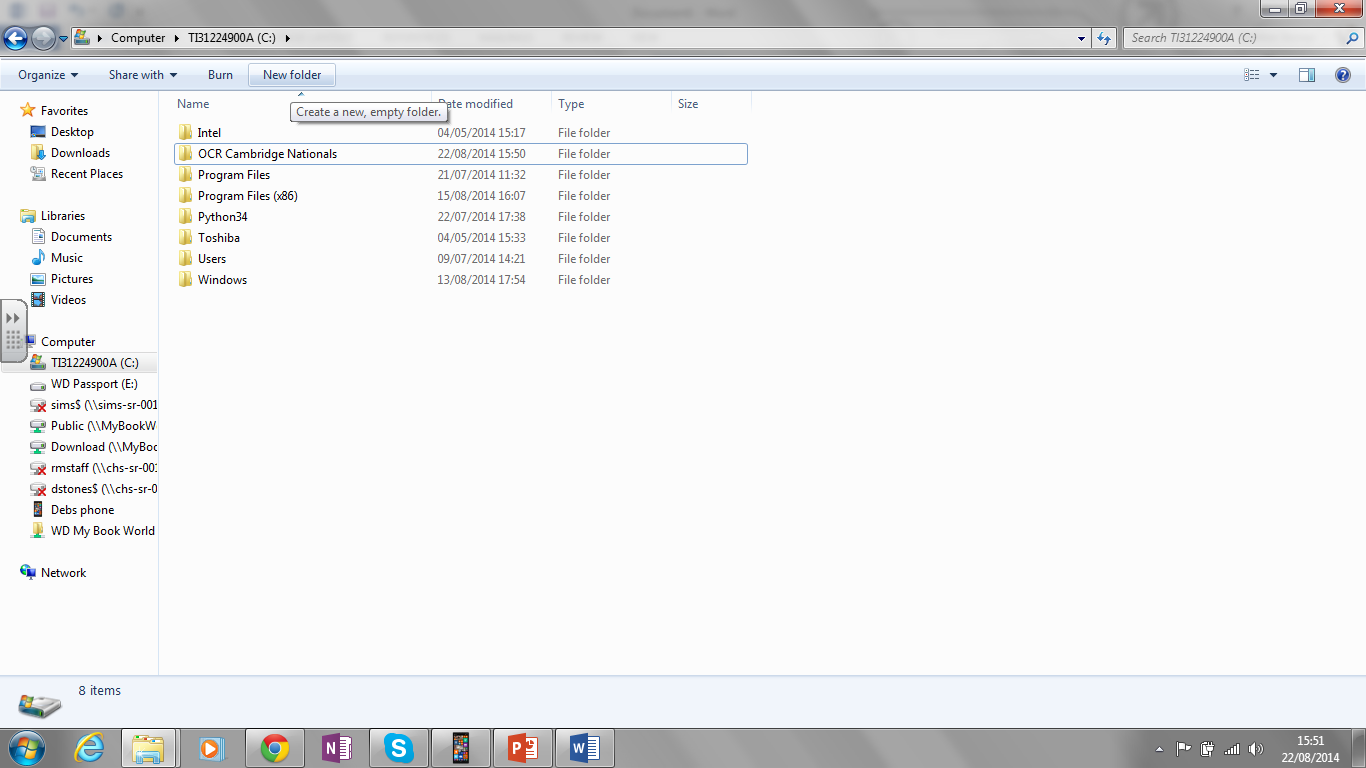
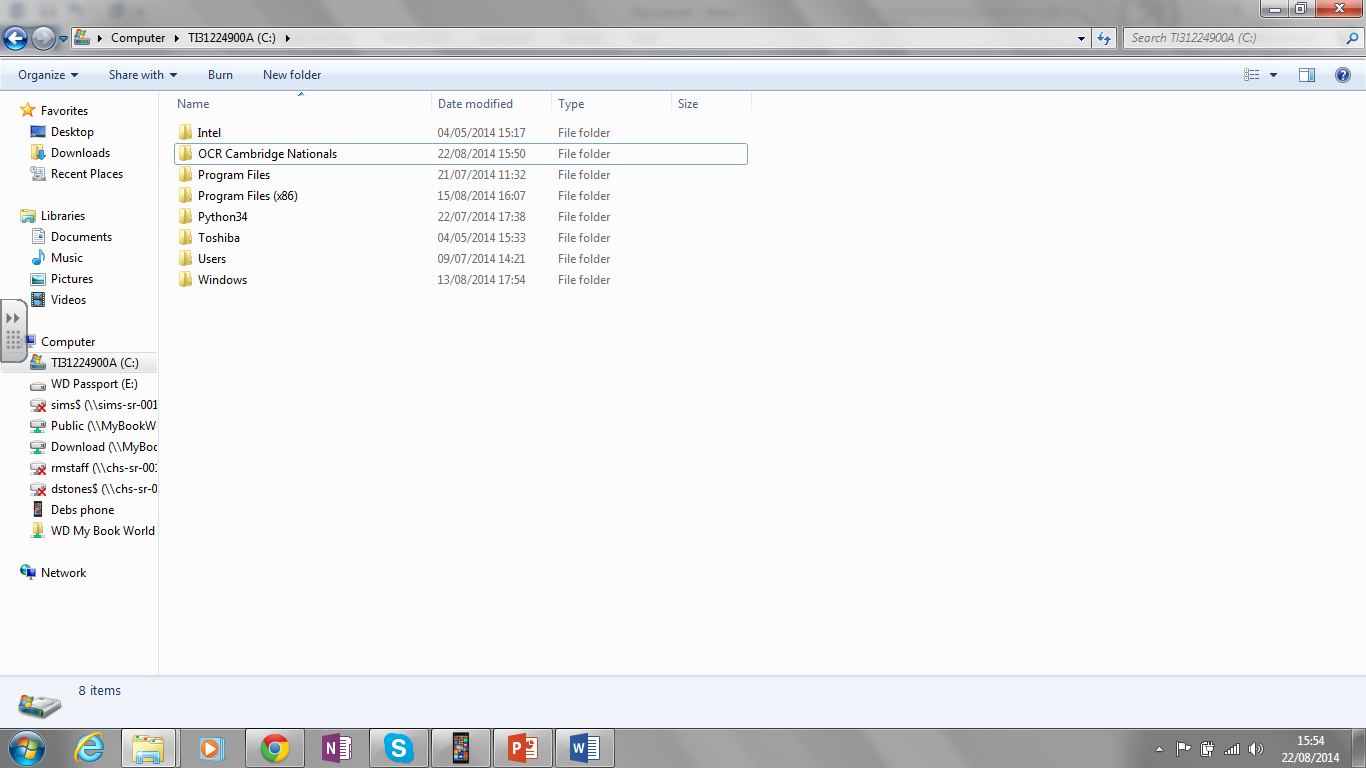
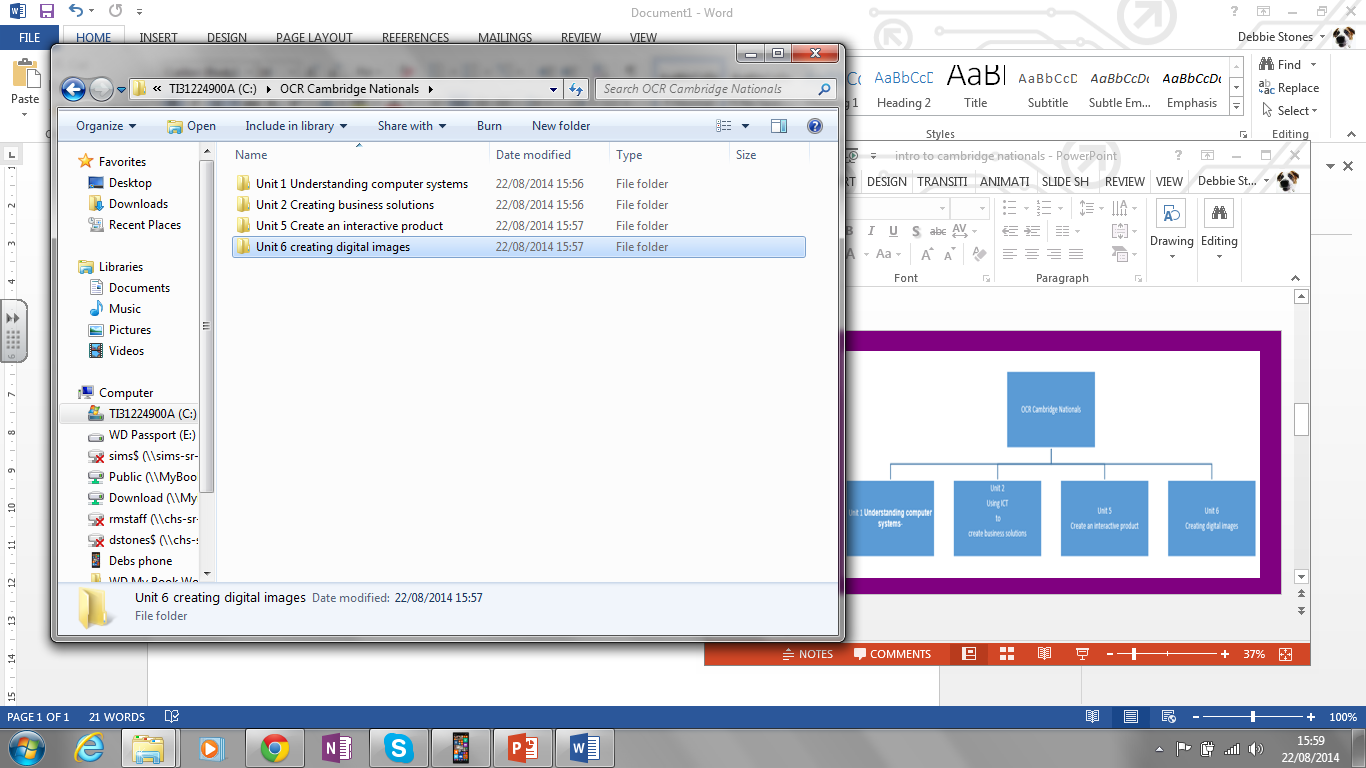
**Creating Folders & Sub-folders**



Go to your “My Documents” and click on the New Folder tab



Name your folder as shown



Open the OCR folder you have just made, now create and name 4 sub-folders like in the image

Open each of the sub-folders and create more folders inside them use the list below to help you:

Unit 2:

* Task 1 – organising the work area and email system
* Task 2 – New logo
* Task 3 – Letter
* Task 4 – Supplier data
* Task 5 – Promotional materials
* Task 6 – Sales & payments
* Task 7 – File structure & security

Unit 5:

* Task 1 - Design an interactive multimedia product
* Task 2 – Make the interactive product
* Task 3 – Test & evaluate

Unit 6:

* Task 1 – Specify a solution
* Task 2 – Create the solution
* Task 3 – Present and evaluate