**Special Homework Assignment for Windows**

**Create a system of logical folders for this class**

Reminder of how to create a folder on your USB flash drive (jump drive):

1. Start your computer
2. Log on
3. Put your USB Flash Drive into a USB port
   1. Front or back of the computer
4. Open Windows Explorer
   1. Shortcut key is + E
      1. Hold Window Key , then tap the letter E key
5. On the Left side of Windows Explorer, click on your USB Flash Drive so that it is highlighted in blue
6. On the right side in the white area:
   1. Right-click, point to New, click on Folder
7. When the new folder appears, the name is highlighted (the whole folder is not highlighted)
8. Type the name of your folder
9. Hit Enter
10. If you want to create a folder on the same level, right-click the white area again and create a new folder.
11. If you want to create a folder inside a folder, Double click the folder on the left side, then right-click in the white area on the right side and create a new folder
12. **Create a system of folders for this class using the hierarchical system as seen below**
13. **Vertical lines or stars indicate that the folders are on the same level and will be viewed as one on top of the other in the right side of Windows Explorer**
14. **Indented Starts indicate that the folder is inside the folder directly above it**
15. **A completed picture can be seen on the following page (use appropriate quarters – not necessarily what you see in the picture)**

* Highline School Work
  + - Current Quarter
      * + BUSN 216

Class Notes

01 Word

02 PowerPoint

03 Excel

04 Access

Homework

01 Word 1

02 Word 2

03 Word 3

04 PowerPoint 1 & 2

05 Excel 1

06 Excel 2

07 Excel 3

08 Access 1 & 2

Tests

Test 01 Your Name

Test 02 Your Name

Test 03 Your Name

Test 04 Your Name

* + - * + Other class you are taking

Class Notes

Homework

Tests

* + - * + Other class you are taking

Class Notes

Homework

Tests

* + - Following Quarter
      * + Class 1
        + Class 2
        + Class 3
    - Following the Following Quarter
      * + Class 1
        + Class 2
        + Class 3

