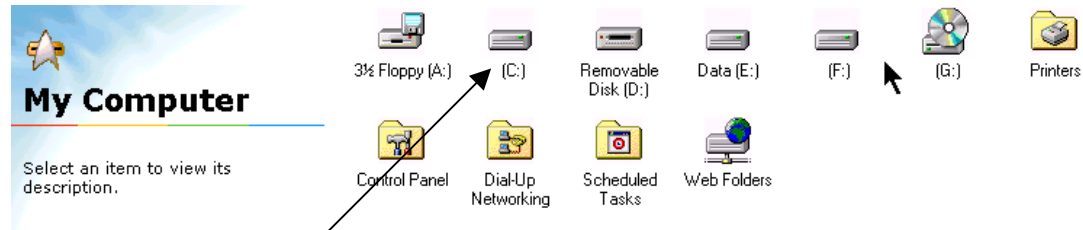


## Storing your data sensibly

Firstly you need to create a data directory on your hard drive where you can store all the files you receive & create, then we have to tell your programmes where they are to avoid any confusion

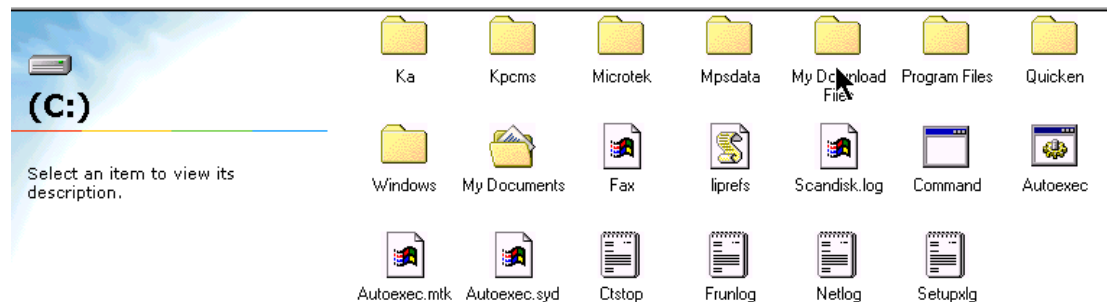
### Step 1

Go to my computer and double click the icon to open it up, it will look something like this:

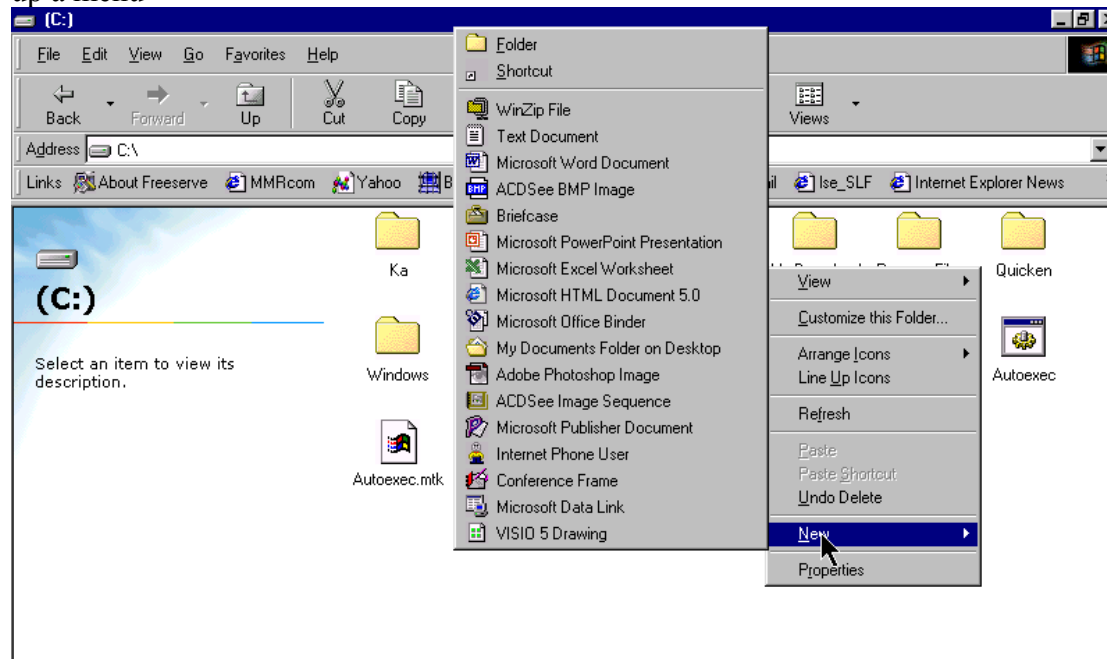


### Step 2

Double click the [c:] drive, it will look like this:



Take your mouse over to the right of your screen and click on the right button to bring up a menu



click on NEW then when the second menu flies out click on folder.

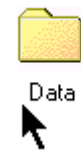


will appear on your screen.

Step 3

Rename the folder DATA

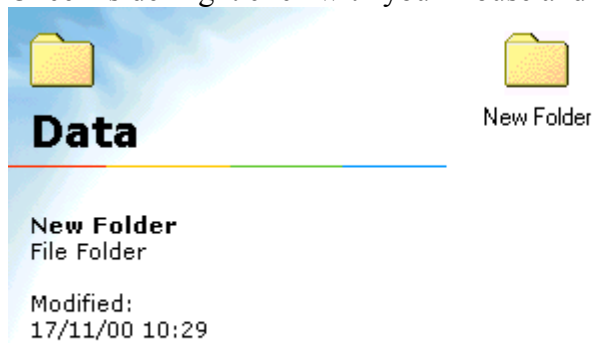
Right click the folder and select rename, type in DATA then press Enter. The folder should be called Data now



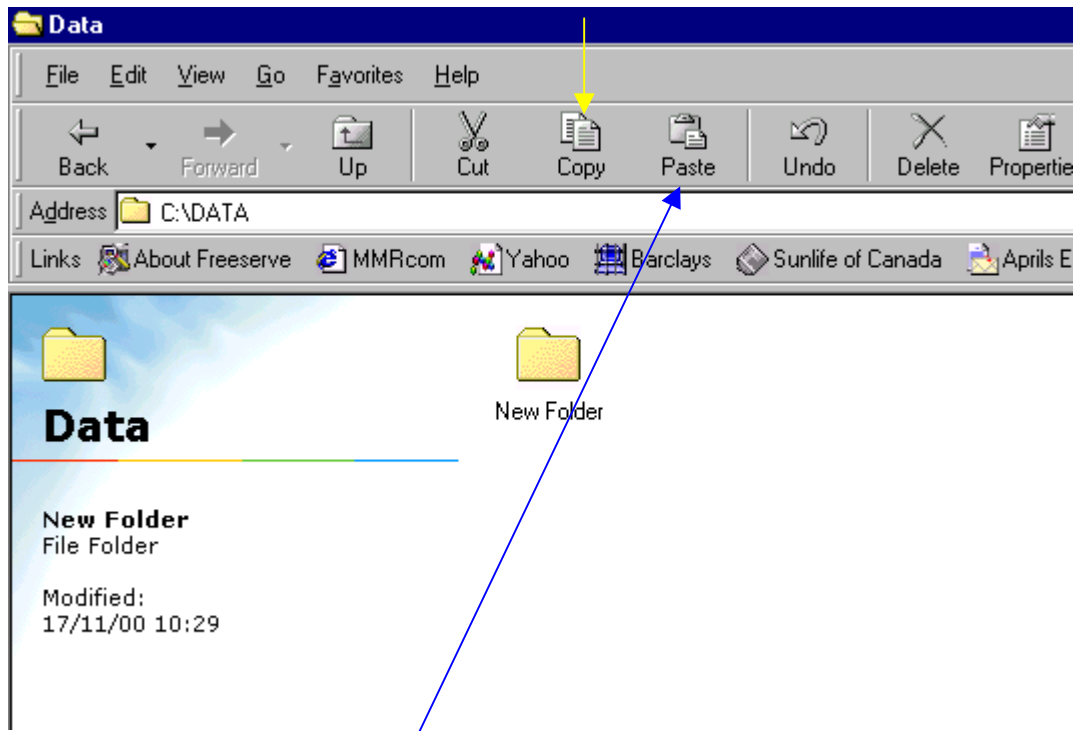
Step 4 create sub directories for all your applications

Double click on data to open up the file.

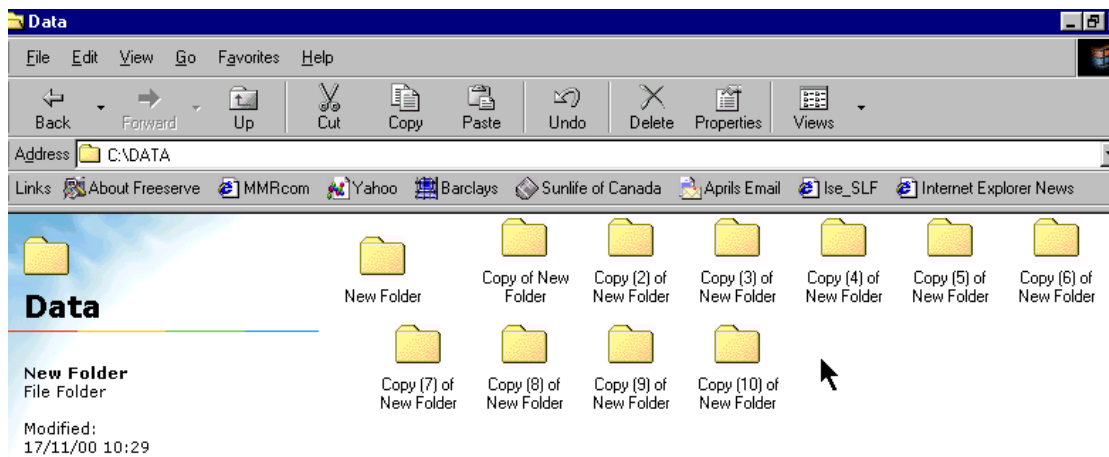
Once inside Right click with your mouse and create another new folder, see below



Click on New folder once then click on the copy button on the tool bar



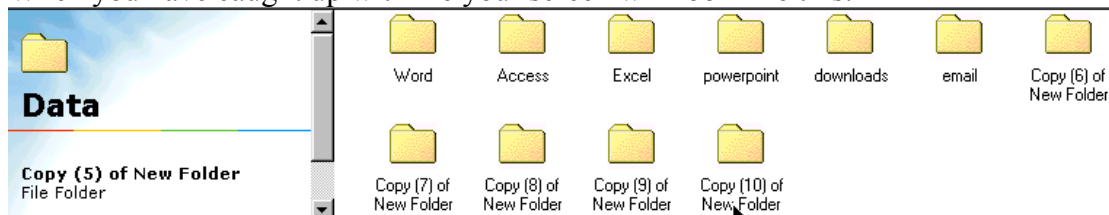
Now you need to click on the paste button 10 times. This will create 10 new folders.



Now we need to rename these, there will be some spares, after your office applications. To do this is easy, we did this above. Right click one of them and select rename. You need to change the names to the following.

Word, Excel, Powerpoint, Access, Downloads, Email

When you have caught up with me your screen will look like this:

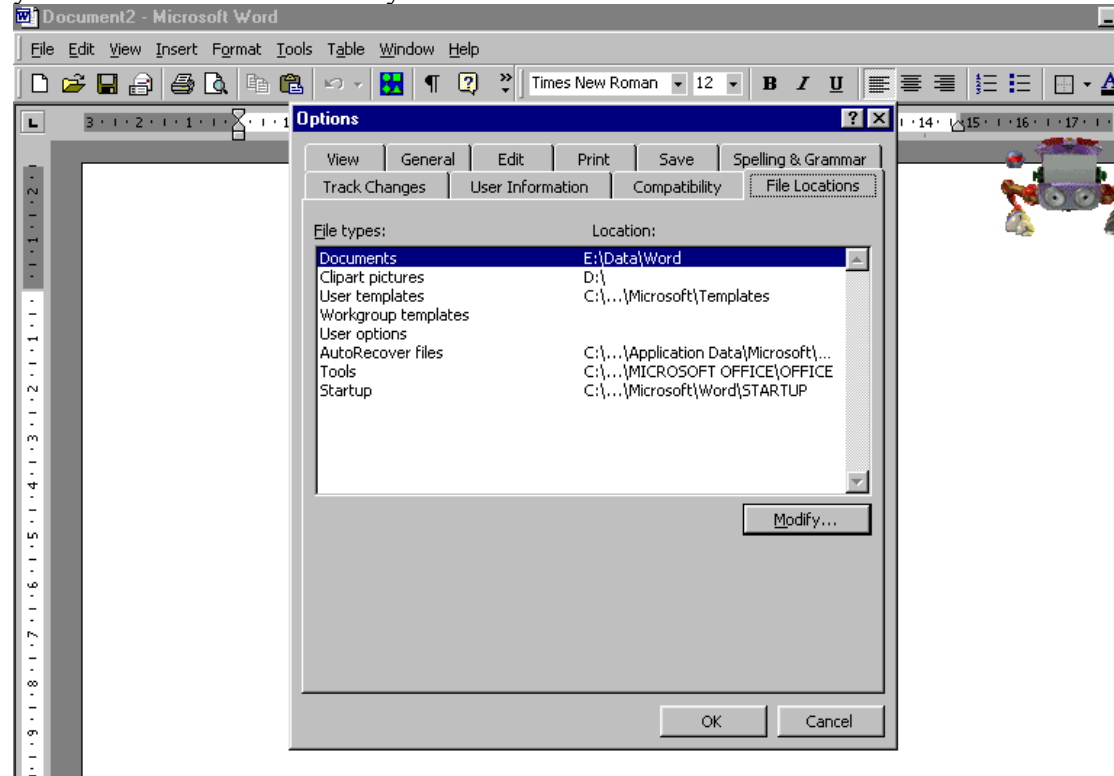


Now we need to tell all of these applications where the folders are!

Word

Launch Word:

Click on Tools, then from the drop down menu select options. Then select the file locations tab, it should look like the picture. Under Documents, the one high lighted you will need to Click Modify.



At present yours is probably defaulted to C:\My Documents, when you get the next box up on screen (from hitting modify) change the location to

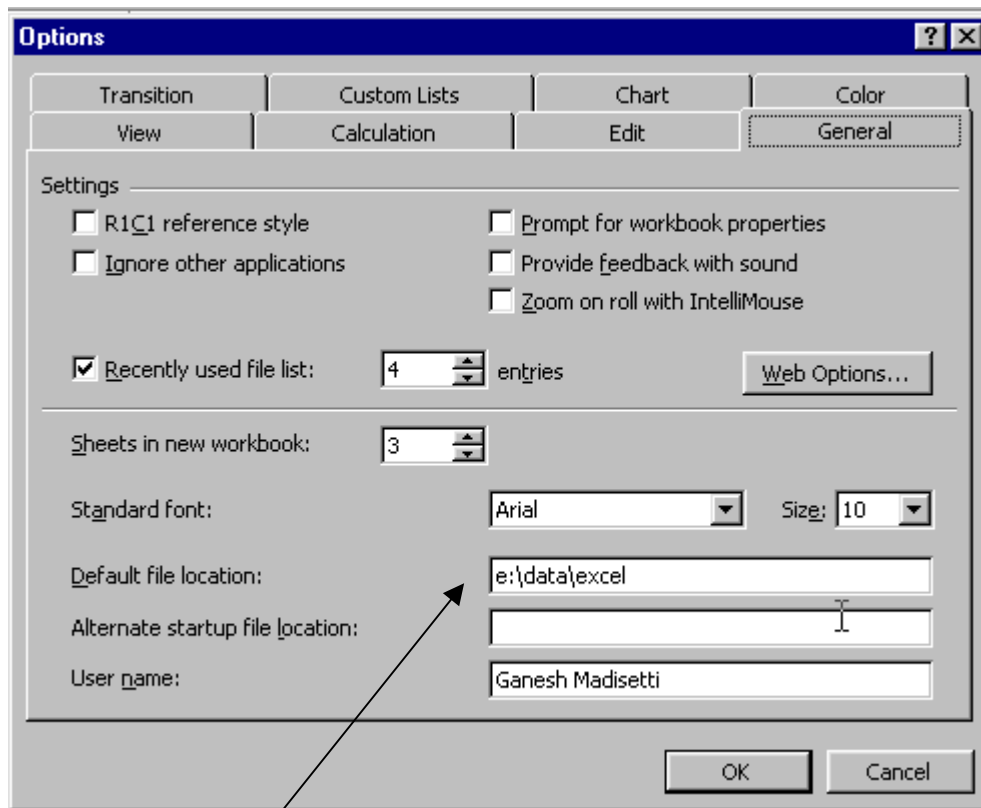
**c:\data\word**

make sure you type it exactly as I have shown in bold, click on ok to close the box then OK to save the changes then Exit Word. From now on all your Word files will be stored in c:\data\word

Excel

Launch Excel

Then click on Tools, Options, select the General Tab;

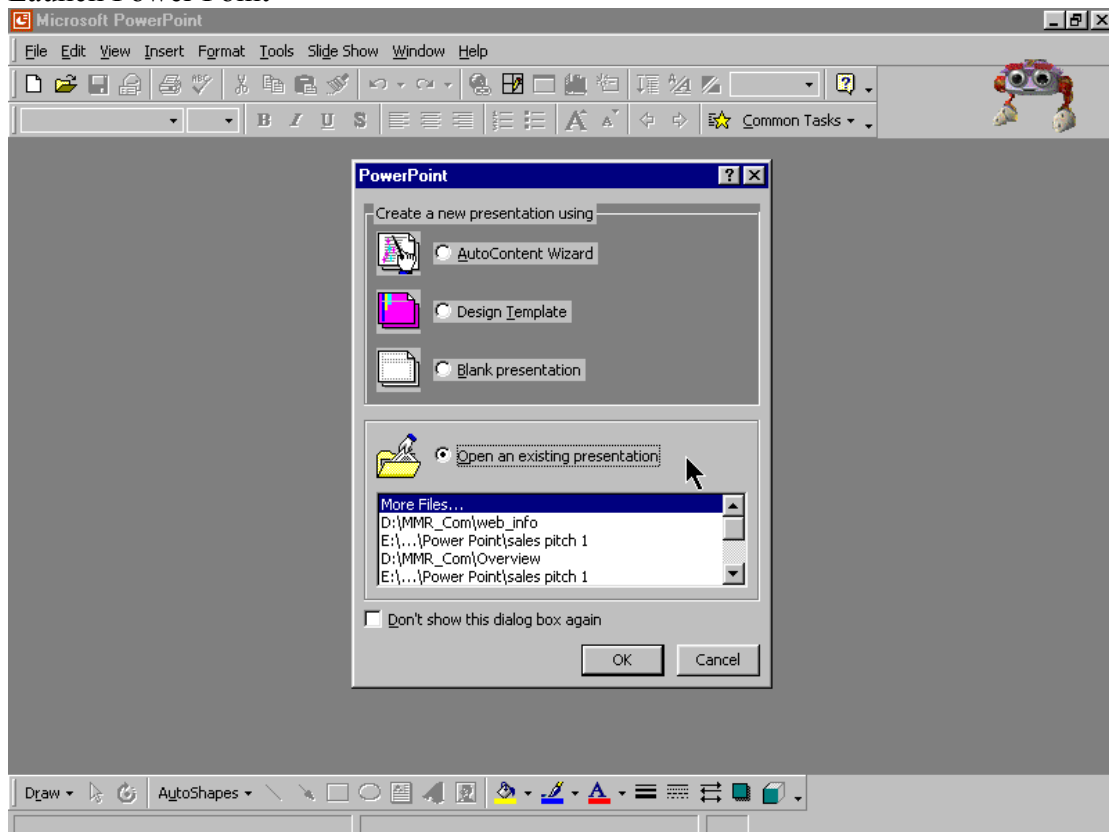


change the default file location from c:\My Documents to

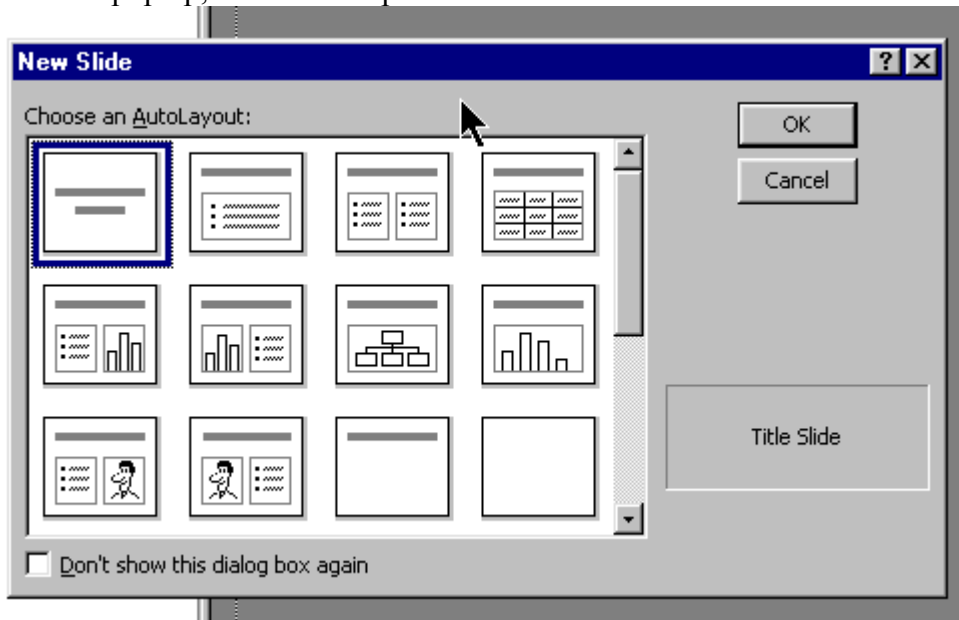
**C:\data\excel**

Click OK to save the changes then exit Excel

## Power point Launch Power Point



This will pop up, select Blank presentation



At this screen click on cancel

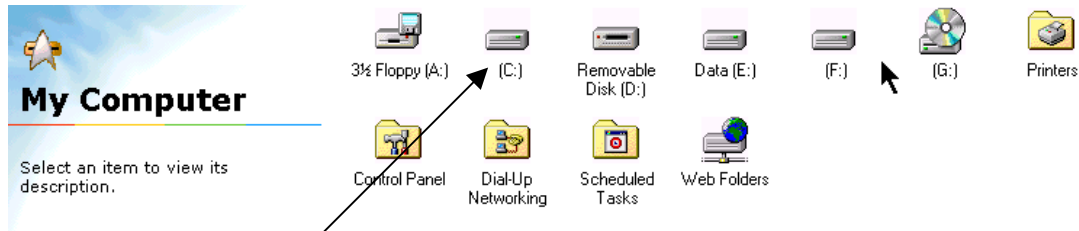
Now we need to click on Tools, options and get up the save tab, change the default file location from C:\My Documents, to

**C:\data\powerpoint**

When you have done this then exit the program. In case you are wondering about Access, Email & Downloads we do not need to do anything with these.

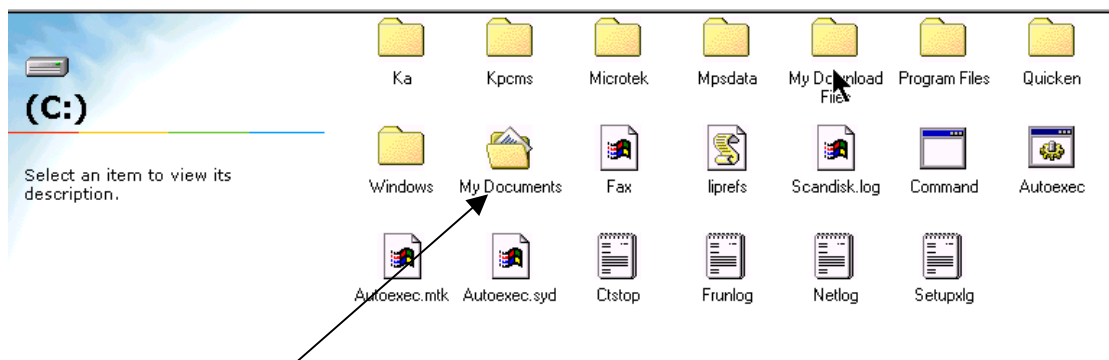
## Now we need to sort out the My documents folder

Go to my computer and double click the icon to open it up, it will look something like this:



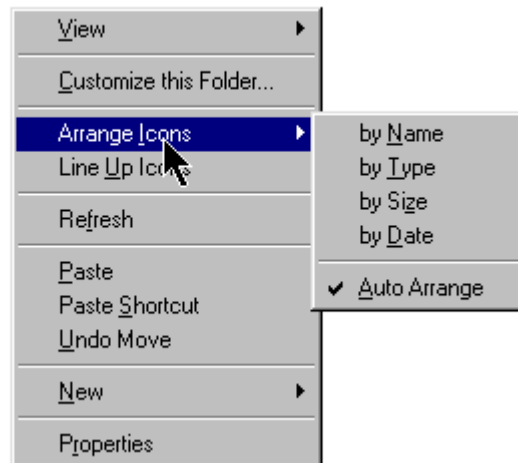
Step 2

Double click the [c:] drive, it will look like this:



Double click My Documents to get into it

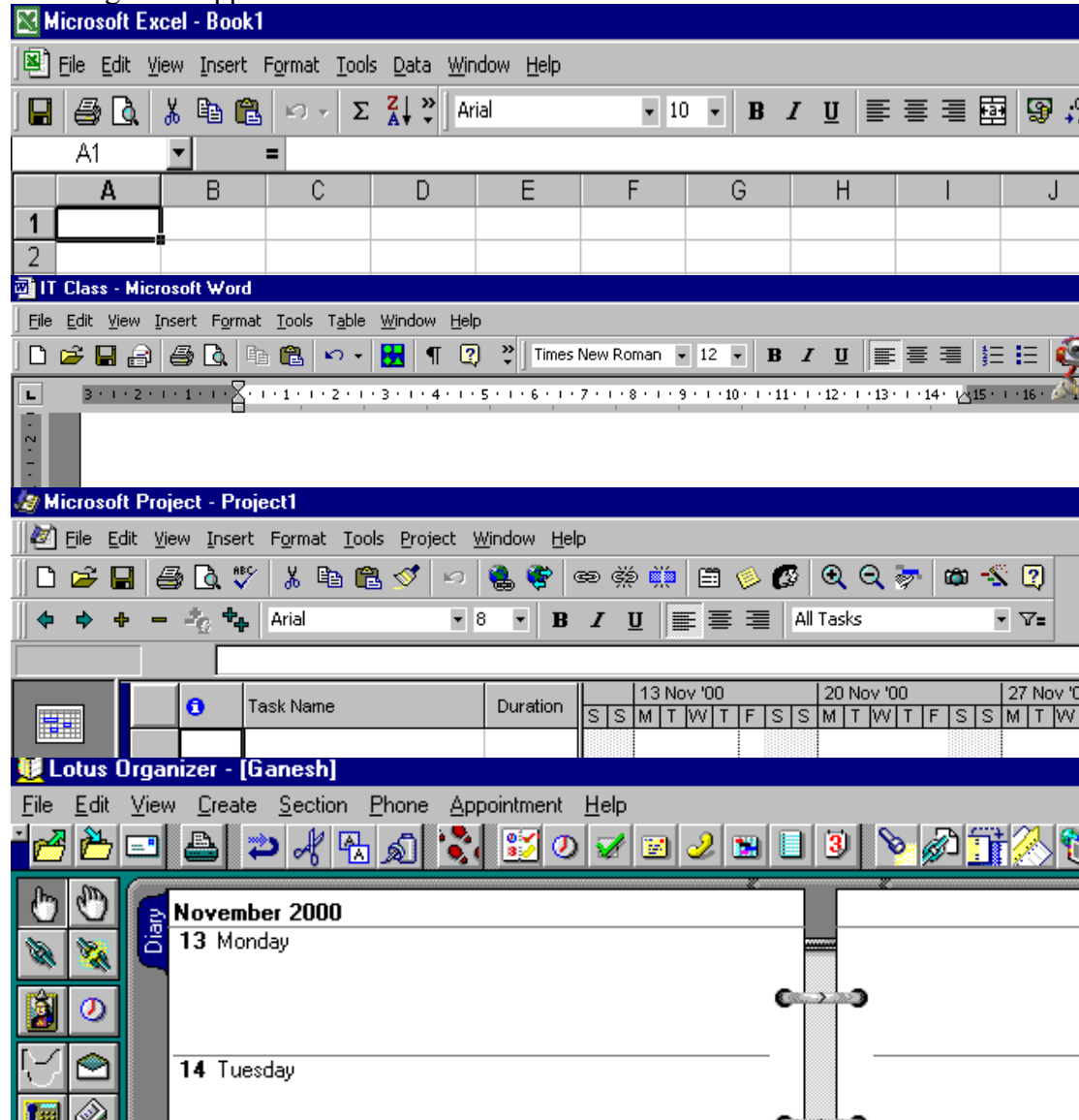
Your folder will probably be full of files, we need to sort these into types, don't panic the computer will do this for you:



If you right click inside the My Documents folder click on Arrange Icons, select by type the computer will display them by order of program name. To move them select the files and use the COPY button, find your way to the relevant folder in C:\data and then use the paste function. To select Multiple files, the easiest way is to click with the mouse on the first file then hold the SHIFT Key down and use the arrows, for odd files use the arrows (or mouse) and the CTRL Key. When you have moved all the files to the relevant locations then come back to this folder and delete its contents, DO NOT DELETE The FOLDER MY DOCUMENTS.

*Why did we do this?* This makes your own document management really easy. If you know what the file was you can find it easily by going to your data directory and the application folder. Also if you back up your machine, the only really important directory is DATA, the rest can be remade.

### Working with Applications



One good thing about Microsoft is they have forced the world to adopt certain standards for software design. The above are from Excel, Word, Project & Organiser (Lotus Corp) looking at the menu you see the same format File, Edit, View, Etc.

File menu: Opening Files, Saving, Printing Global changes to this Document or a new one

Edit Menu: changes to the file that is open and active on screen.

View Menu: Change the way I see the file on screen, change Headers / footers

Insert: Put something into this file eg. picture, hyperlink etc

From here on the menu bar becomes application specific, if you have a look at some of the options and familiarise yourself with them they are fairly standard across all software platforms.

If you are working in Microsoft products F1= Help, F7= Spelling. Help is fairly comprehensive and easy to understand. If you need any help let me know, I usually check email am / pm daily.