

Organising Files and Folders 1

1. Open  Microsoft Teams:
 - Click on the Search Button  from the Taskbar
 - In the Search box type: Teams
 - Click on  Microsoft Team application
2. Open the Grade 4 Class ICT Group on  Microsoft Teams:
 - Click on  Teams
 - Click on your Grade 4 Class ICT Group
3. Open the Channels of your Grade 4 Class ICT Group.
From the Main Channels section click on:
 - General – Read all the posts
 - Information – Read all the posts
 - Links – Read all the posts
 - Problems-Solutions – Read all the posts
4. Open the Assignment - ICT 04 Files and Folders CW:
 - Click on Assignments or  Assignments
 - From the Forthcoming section, click on ICT 04 Files and Folders CW
5. Download the files needed from the Assignment - ICT 04 Files and Folders CW:
 - Download Birthday Cake.png:
 - Click on 
 - Click on  Download
 - Download ICT website.url:
 - Click on 
 - Click on  Download

- Download **Wayground Join.url**:

- Click on 
- Click on  Download

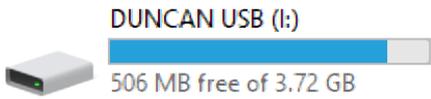
(See <https://dbor90.wixsite.com/smcict/microsoft-teams>)

6. Open the folder  Downloads to view the downloaded files:

- Click on the  File Explorer application from the Taskbar
- Open ( double-click on) the folder called  Downloads

7. Insert the pen drive in the  USB port of the computer

8. Open the pen drive to view the files:

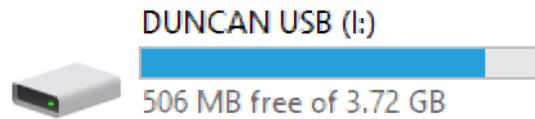
- Open another  File Explorer window:
 - Click on the Search Button  from the Taskbar
 - In the Search box type: File Explorer
 - Click on  File Explorer application
- From the Navigation Pane, click on  This PC
- Open ( double-click on) the pen drive 

9. In the Pen Drive window create the folder called  ICT:

-  Right-click anywhere on the content area of the Pen Drive folder window
- Move the mouse pointer on New
-  Click on  Folder
- Type the name of the folder: ICT
- Click anywhere on the content area of the Pen Drive folder window OR press the Enter key 

10. Safely remove your pen drive:

- From the Navigation Pane, click on  This PC
-  Right-click on your pen drive
-  Click on Eject
- Remove the pendrive from the computer



11. Close all File Explorer windows:

- Check if you have any open  File Explorer windows from the Taskbar
- Click on the close button 