Understanding files and folders

Name _____ Date ____



In My Documents you can distinguish between files and folders by looking at the icons:

A folder is designated an icon similar to:







A file is designated by an icon that represents the program that made it, for example

Microsoft Word

Adobe Reader

Microsoft Excel

Powerpoint









or the type of file it is, for example picture file icons:









Or plain text documents



The file structure of a computer displays folders first, listed in alphabetical order.

After the folders, all other files will be listed in alphabetical order, regardless of the type of file.

Formulas

🖟 Graphs and Formatting in Excel

🅌 Quizzes Crosswords

SSheets from web and TES

TES resource GAMES4U

TES resource Granveille Festival

╟ TES resources absolute beginners graphs

TES resources absolute beginners SS

TES resources build up activities

TES various SS resources enter, edit data

1. Spreadsheet Basics Col, Row, cell refs

\$8034-ECDL_Mod_4_Spreadsheets

Darts Team Scores with chart instruction in cell A1 as comment.

Darts Team Scores

data input practice extension

demo sheets

tilsportstournamentfunctionalskills

all_travelling_functional_maths

Excel 2010 work with basic functions

🔁 Excel help sheet 2007 printed

Excel help sheet 2007

Excel The Screen Layout

Excel_Basic_&_Advanced_Exercises

House Bills

If, max, min functions for Linda

Improv Wwed charts worksheet WIP

INTERACTIVE slow student quiz on Formulas

TTQ_L2_Excel2010_Sample

12hdpiehits[1]

Modelling2

Modelling3

🔁 Modelling4

ModellingTask1

Monthly Shopping

Sandwich shop daily sales

Sandwich shop monthly sales for chart

Sandwich shop monthly sales

specimen assignment - tournament results

SPRSHT

SSheets worksheet 1 Monthly Shopping

SSheets worksheet 2 Sandwich Shop

SSheets worksheet 3 Restarant Bill

SSheets worksheet 4 Dart Team Scores

The_IF_function_explained

Using Autosum Exercises