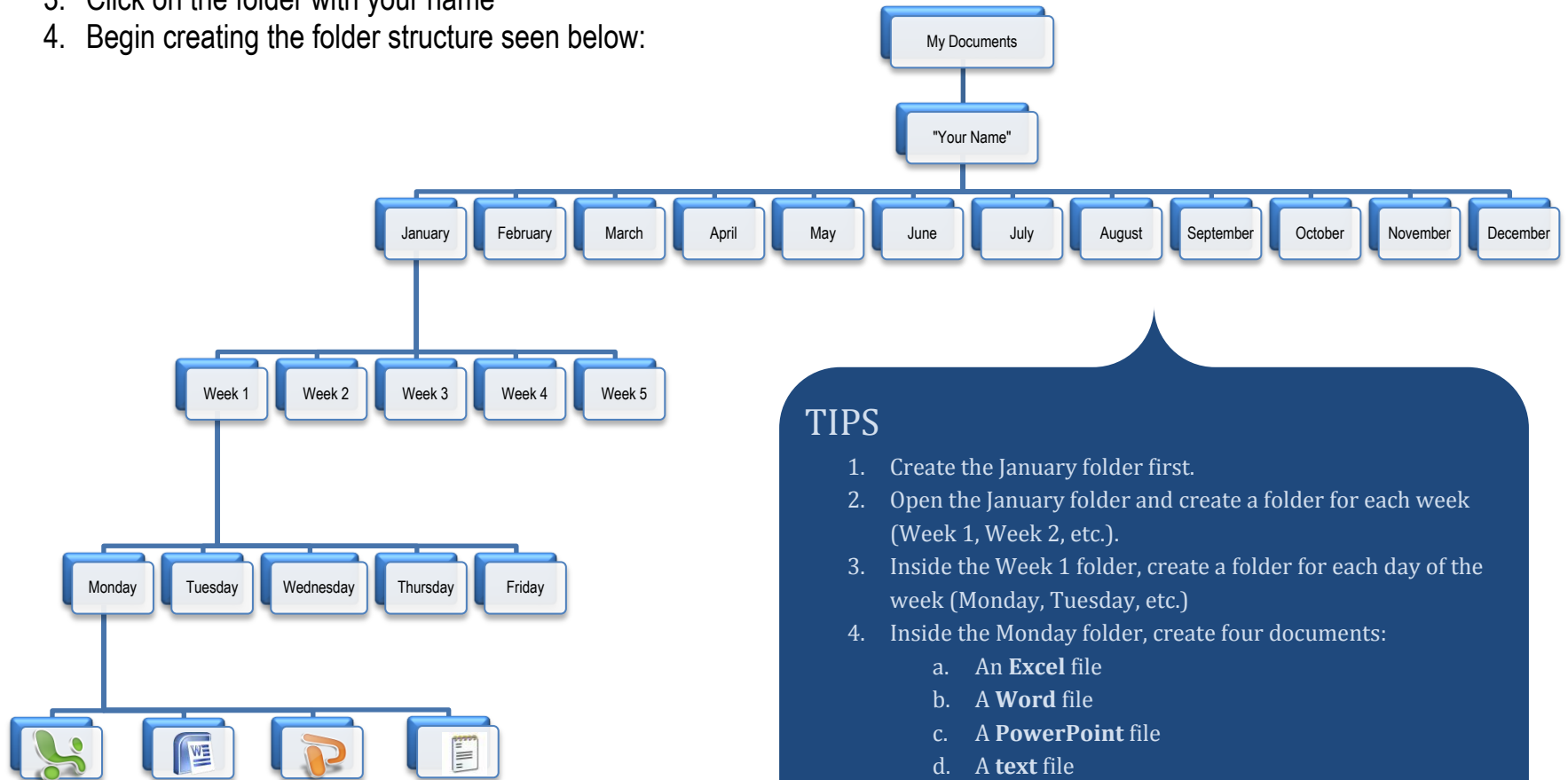# Windows Explorer Assignment

1. Open **Windows Explorer**
    a. Press WinKey + E
2. Click on **My Documents**
3. Click on the folder with your name
4. Begin creating the folder structure seen below:

My Documents

"Your Name"

| January | February | March | April | May | June | July | August | September | October | November | December |

Week 1 | Week 2 | Week 3 | Week 4 | Week 5

Monday | Tuesday | Wednesday | Thursday | Friday

## TIPS

1. Create the January folder first.
2. Open the January folder and create a folder for each week (Week 1, Week 2, etc.).
3. Inside the Week 1 folder, create a folder for each day of the week (Monday, Tuesday, etc.)
4. Inside the Monday folder, create four documents:
    a. An **Excel** file
    b. A **Word** file
    c. A **PowerPoint** file
    d. A **text** file
5. Each of those files will be named the same thing (yourname).
    a. Inside each file, type your first and last name and save it.
6. Once the January folder is complete, copy it 11 times and rename each copy to the correct month!

**BONUS:** Create an .XPS file and save it in your January folder.