Name:_____

File and Folder

Lesson Title: Organization 2: My Computer Folder

Write a letter in the space below. It can be a letter to anyone you would like, a friend, a favorite author, or maybe someone from your family. This letter will become your file, and you will keep it in your folder.

Dear _____,

From,

_____

1. I will call my letter _____. This is its *file name*.
2. I will put it in my folder called _____. This is the *folder name*.

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