7th Grade Computer Technology
How to copy and paste your file to the T:Drive

1. Save your finished PowerPoint to your H:drive
2. Do a "Save As" and save another copy of your PowerPoint but **name the file your first and last name**
3. Close the file completely
4. Go to "Computer" and find your H:drive
5. Find the file that you named as your name – just select it – DON'T OPEN IT
6. Right click over the file
7. Choose "Copy"
8. Go back to "Computer"
9. Find the T:Drive and go to Shew
10. Find the 7th Grade Computer Technology folder for your school year and trimester/quarter
11. Right click in the white area and choose <u>paste</u> (NOT PASTE SHORTCUT)
12. Be sure the file has some information in it (example: 1399 KB – make sure it's not 0 KB)
13. Write your name on your grading rubric
14. Turn in your grading rubric

You are done – Good Job!!!!