

**CREATING YOUR DIGITAL BINDER IN GOOGLE DRIVE**

**Open your Google Drive Account**

**Create a New Folder- labeled Office Software**

**Open Office Software Folder**

**Create a New Folder- labeled MS Office**

**Open MS Office Folder**

**Create a New Folder- labeled WORD**

**Create a New Folder- labeled EXCEL**

**Open WORD Folder**

**Create a New Folder- labeled Chapter One**

**Create a New Folder-labeled Chapter Two**

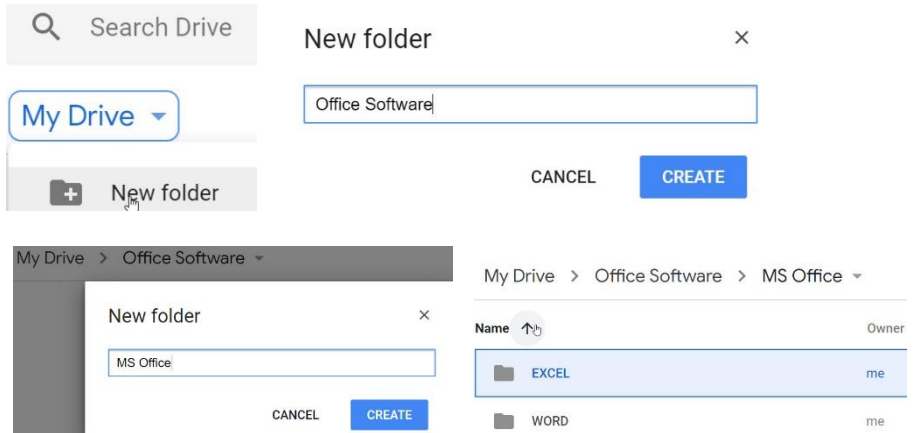
**Create a New Folder- Labeled Chapter Three**

**Open Excel Folder**

**Create a New Folder- labeled Chapter One**

**Create a New Folder-labeled Chapter Two**

**Create a New Folder- Labeled Chapter Three**



My Drive > Office Software > MS Office > WORD

Name	Owner
Chapter One	me
<b>Chapter Three</b>	me
Chapter Two	me

My Drive > Office Software > MS Office > EXCEL

Name	Owner
Chapter One	me
<b>Chapter Three</b>	me
Chapter Two	me

**Open Word Folder- Chapter One**

**Create a New Folder- Textbook & Student Files**

**Create a New Folder- Chapter One My Work**

My Drive > ... > WORD > Chapter One

Name	Owner
<b>Chapter One My Work</b>	me
Textbook & Student Files	me

**Do the same process for Word Chapters Two and Three**

**Do the same process for Excel Chapters One, Two and Three**