* **Project A1:** Create a system of folders that is structured as follows:

My Documents

* Personal
  + (Dad’s name)
  + (Mom’s name)
  + (Child #1)
  + (Child #2) [continue this list, making a folder for every person in your family]
  + (your name)
    - School
      * (Last year’s dates, e.g. 2013-2014)
      * (This year’s dates, e.g. 2014-2015)
    - Other writings
    - Interesting stories and articles
      * Funny
      * Inspirational
      * Quotes
* Business
* Church
* Family
* Now create three different Word documents with specific names—one for English, one for history, and one for science—and save them in the folder entitled with the dates for the current school year. The documents may be blank; just pretend that they are assignments that you are doing for those classes.
* **Project A2:** Create a system of folders that is structured as follows:

My Pictures

* Family
* School
* Personal
  + 2012
  + 2013
  + 2014
    - January
    - February
    - March
    - April
    - May
    - June
    - July
    - August
    - September
    - October
    - November
    - December