

CB-07 — Downloads & folder card

Academy · free worksheet · Track: computer-basics · Pair with module CB-07

1. OS

- ☐ macOS (Finder)
- ☐ Windows (File Explorer)

2. Downloads

- ☐ I opened the Downloads folder
- ☐ I can point at a file I downloaded or saved there

How I opened it: _____

3. Practice folder

Folder name: _____

Suggested: Academy-Practice inside Documents

- ☐ Created the folder
- ☐ Renamed it if I mistyped

4. Move one file

File name now: _____

- ☐ Moved (not endless duplicates) into the folder
- ☐ Opened the folder and saw the file again

5. Breadcrumb / path

Example shape: Documents → Academy-Practice — prep for the project-folders track later.

6. Don't

- ☐ I will not delete Tax / Client folders while practicing
- ☐ I will not install an “AI file organizer”