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Set Up Your Folder Structure

Now that we have downloaded and updated Excel, let's think about how to organize the files we'll need for our project. An organized folder structure will allow us to find the information we need more quickly.

The next step in the setup process is to create an organized folder structure that will allow us to easily locate our projects and files as we work. By staying organized in this way, we can avoid searching for files as well as potentially losing or duplicating work.

Let's create a folder on our desktop to hold data and other project files. Choose a name that is appropriate for the type of work you'll be saving there, such as Classwork or Analysis Projects. We'll refer to this folder as the "class folder" from here on out. This will serve as our master folder, a central location for course projects. Within this folder, we'll create subfolders for individual projects.

The following video walks you through the steps for setting up the master project folder and project subfolders.

macOS



Windows



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