

## *Create a Folder*

A folder is just a place to put other files. For example if you have three letters (this would be three different files) and you would like to keep them all together by creating a folder to put them in.

**Right Click on any empty space on your desk top.**

**A window of options will open.**

**Left Click “NEW”**

**Move arrow over to “FOLDER” and click. A folder will appear on your screen named “NEW FOLDER.” It is easy to find because the name “NEW FOLDER” will be highlighted. Push the “BACKSPACE” key on your keyboard. If you remember the “NEW FOLDER” name will disappear. Now type the name of the folder “MY LETTERS.” Hit “ENTER”**

**If you want to delete that folder, put your arrow on the folder, right click your mouse A window of options will open, move your pointer down and click delete. A small window appears asking you if you are sure. Click “YES.”**

**If you change your mind and want to bring it back..... CTRL+Z**