

Lecture No.6

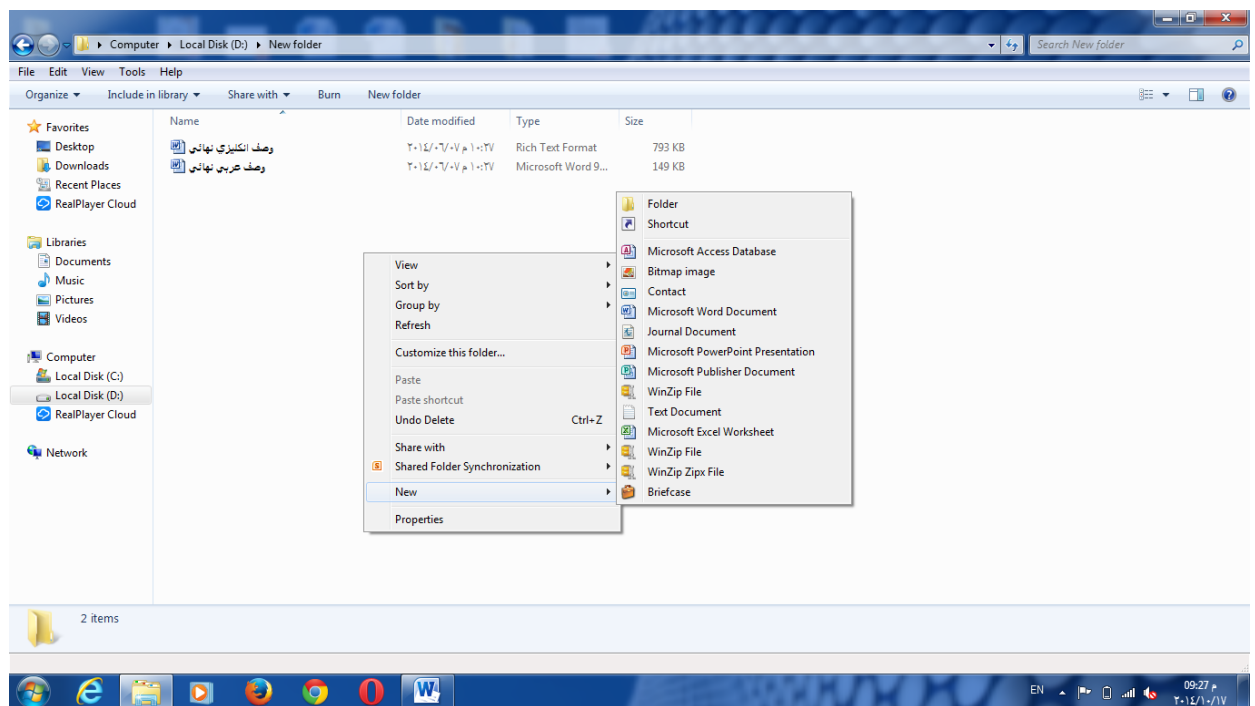
Creating Folders

Windows 7 uses Folders to organize how information or data is stored on disks (hard disks, floppy disks, CD-ROMs, or DVD-ROMs). Folders can hold files, other folders, and/or objects (such as printers).

Folders are easy to create and are a great way to organize files that you create on your computer.

To create a new folder:

1. Right-click in the window.
2. Move your mouse pointer to **New** in the menu that appears.
3. Select **Folder** in the second menu that appears.



4. A new folder will appear in the window where you initially clicked. The default title for your new folder will be **New Folder**.

You should rename it to something more meaningful by clicking in the space under the folder icon where the text appears. As soon as you see the cursor blinking in the line, you may begin to type in a new name for the

folder. You can rename a folder by right-clicking the mouse on the folder icon and choosing **Rename**.



Other ways to create new folders:

1. Click on the **File** menu located in either a disk drive window's menu bar or another folder's menu bar.
2. Again, point to **New** in the menu that opens.
3. Select **Folder** from the pop-up menu.
4. A new folder will appear within the space of the open window and you may rename it as described above.

