

WORKSHEET: HOW TO MAKE, MOVE, RENAME AND DELETE A FOLDER

- Find the 'my_Documents' icon on the desktop.
- Open the 'my_Documents' folder by double-clicking on the icon with your mouse. You will notice that the files and folders that are stored in the 'my_Documents' folder appear in a window.

Now you are going to create another folder, which you will label with your own name:

- Click on 'file' in the toolbar above the window that appears.
- Select -NEW- in the menu which appears, by clicking the -new- menu option.
- Select -FOLDER- by clicking the -folder- menu option. Another folder, labelled 'new folder', appears in the window. This is the new folder you created within the 'my_Documents' folder.
- Type in your name and press the -ENTER- key. If you see that the folder has been labelled with your name, you have done this right.

Now you are going to move your folder to the folder that is labelled 'student folders':

- Select your folder by clicking on it once. Notice that the label turns blue to tell you that selecting it went fine.
- Drag the folder over to 'studentfolders' and drop it there: you do this by clicking the left-hand mouse button, keeping it pressed down and moving it to the folder named 'studentfolders'. Now release the mouse button. You will notice that your folder disappears from the window. You have actually moved your folder into 'studentfolders'.
- Open the folder labelled 'studentfolders' by double-clicking on the 'studentfolders' icon. Note that the folder that has been labelled with your name appears to be in 'studentfolders'.

You are now going to delete your folder:

- Select your folder by clicking on your folder icon once.
- Go to 'file' again in the toolbar above the window, click on 'delete' by left-clicking the -DELETE- button.
- Answer the question in the dialogue box by telling the computer you really want to delete the folder by clicking on the -OK- button. If your folder icon has disappeared from the screen, then your folder has been deleted successfully. Let's do it again!
- Click on 'file' in the toolbar above the window that appears.
- Select -NEW- in the menu which appears by clicking on the -new- menu option. Select -FOLDER- by clicking on the -folder- menu option.
- Type in a name (one of your own names) for this folder and press -ENTER-.