Creating and Moving Files and Folders
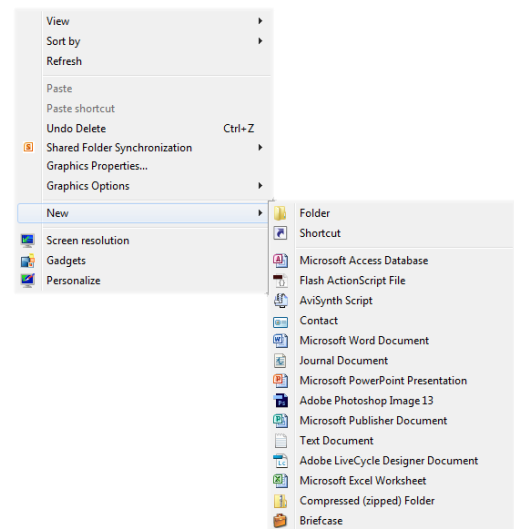
This activity demonstrates how to create and move files and folders. Using a computer with the Windows operating system, follow the steps below for each task.

How to Create a New File

1. Right-click your mouse button on your Windows desktop.

2. Place your mouse cursor over the **New** option.

3. Select Text Document.

4. Name the text document *lesson3*.

How to Create a New Folder

1. Right-click your mouse button on your Windows desktop.

2. Place your mouse cursor over the **New** option.

3. Select **Folder**.

4. Name the folder *Activities*.

How to Move a File

1. Click and hold your mouse button down on the **lesson3** text document you created.

2. While holding down your mouse button, drag the file into the **Activities** folder you created