



Creating and Moving Files and Folders



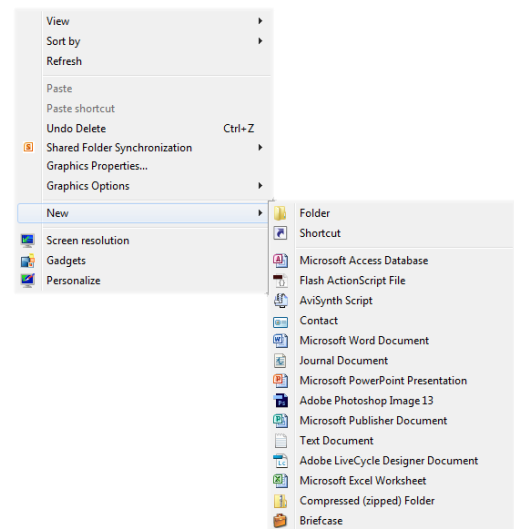
Note

The activity instructions below are based on the Microsoft Windows 7 operating system. If you have chosen an operating system other than Windows 7, you will need to customize the instructions accordingly.

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.

