Creating and organising files and folders effectively

Activity 1

Rename a folder on the desktop.

- Select a folder on the desktop.
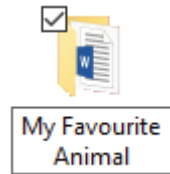- Right click on the folder and select "**Rename**".
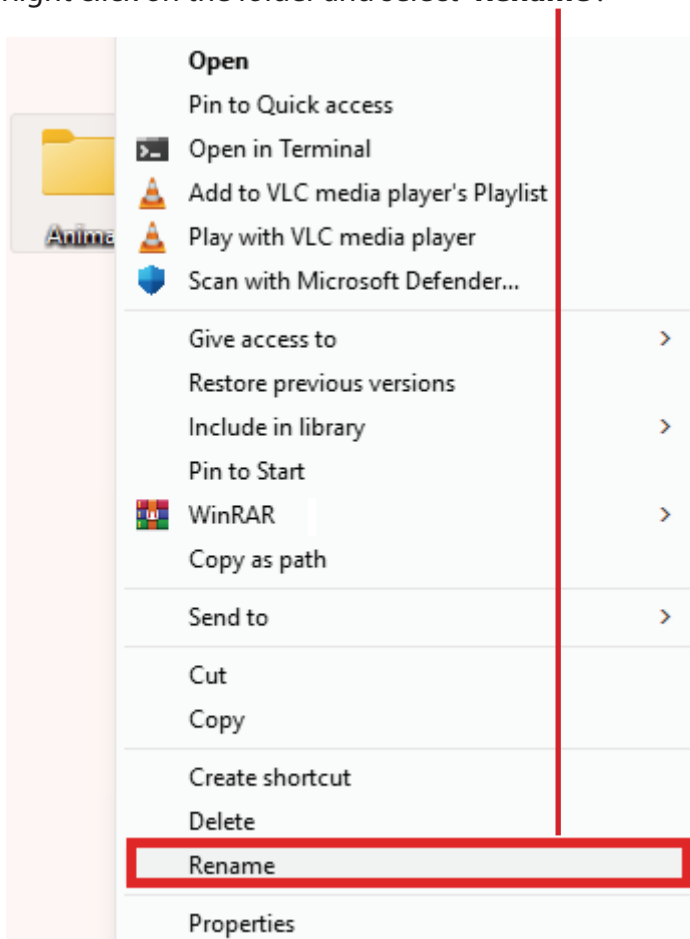
- The name on the folder will get highlighted.

- Press the button "Delete" on the keyboard.

- Type "My Favourite Animal" and press the "Enter" key on the Keyboard.
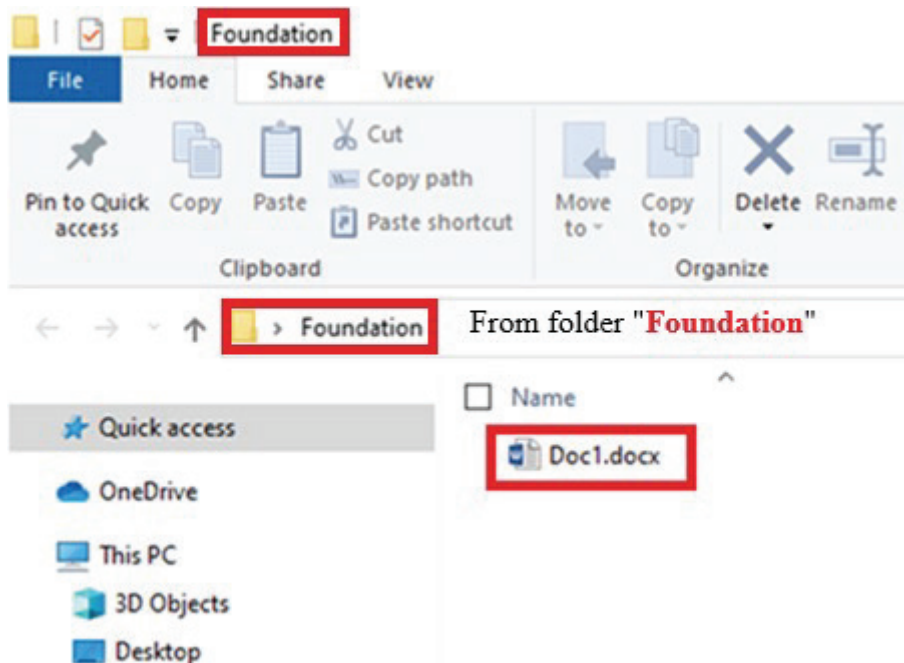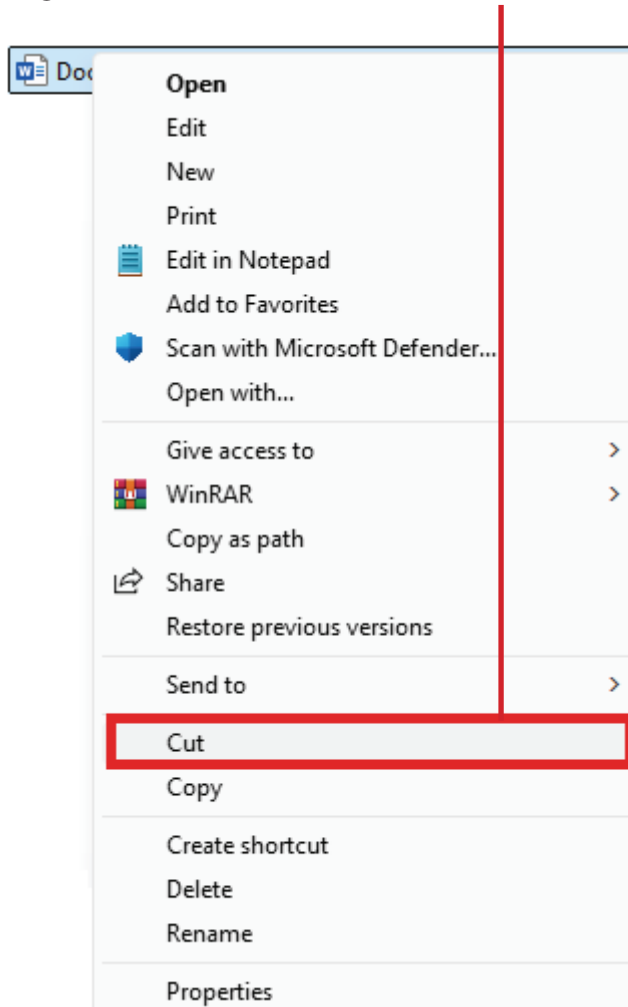

- Your folder has been renamed.

Activity 2

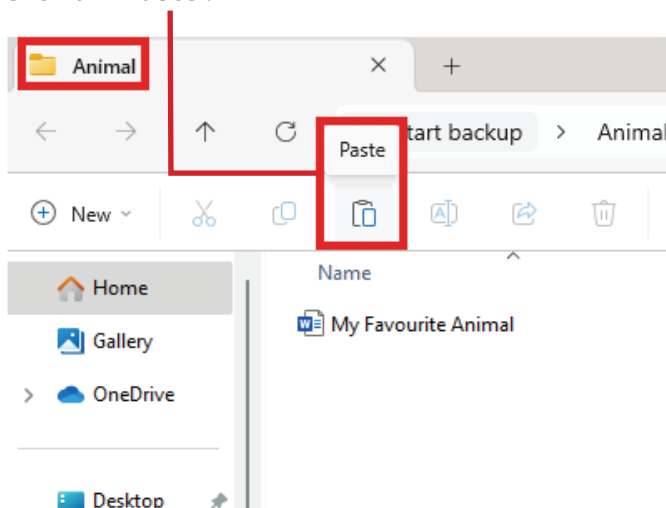Move a file in a folder using the "cut and paste" function.
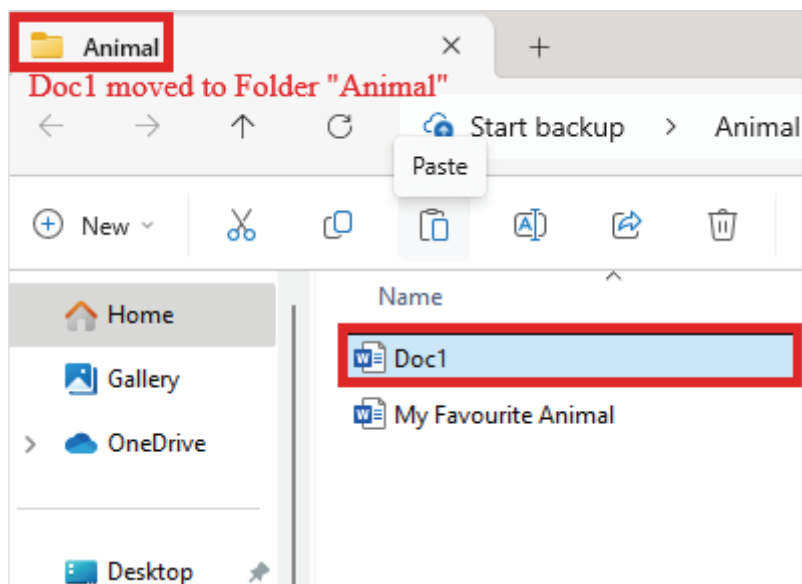
- Select the file you want to move.

- Right click on the file and select "**Cut**".

- Open the folder in which you want to "**Paste**" the file.
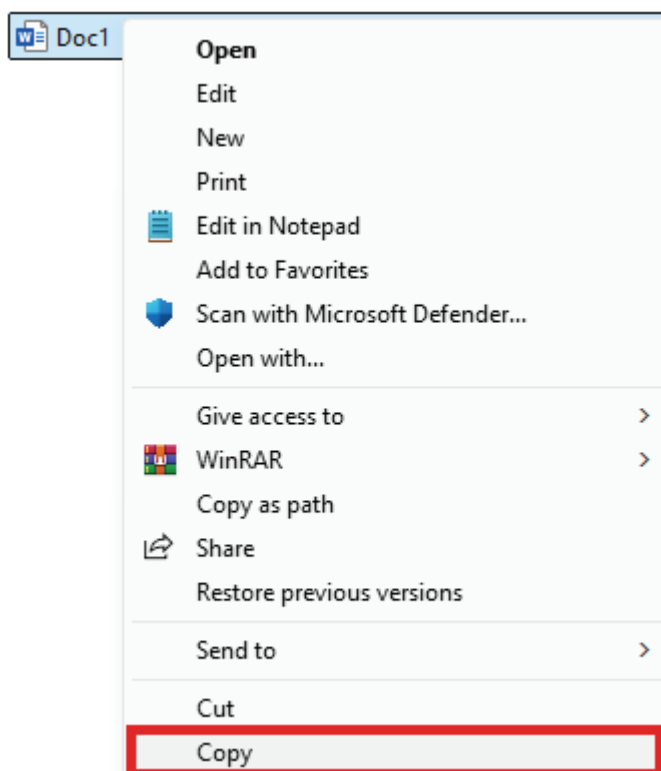- Click on "**Paste**".

- The file will be moved to the new location.

Activity 3

Create a duplicate of a file at a new location using the copy and paste function.

- Follow the instructions from **Activity 2**.
- Instead of selecting "**Cut**" function, use the "**Copy**" function.
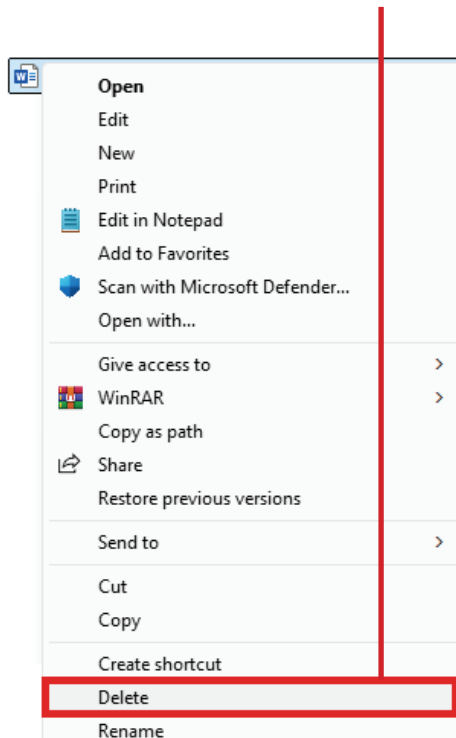

- Create a folder bearing your name and "**Paste**" the file into it.

4

Activity 4

Delete a file

- Select the file and click on the "**Delete**" option.

Activity 5

Delete a folder

- Right click on the folder and click on the "**Delete**" option.