

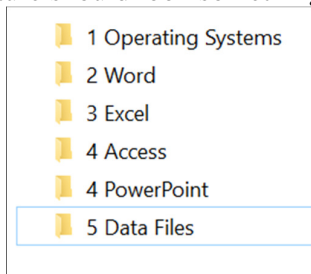
Practice Activity: Creating a Folder

Practice It



Complete the following Practice Activity:

1. In this activity, we will use Windows to create a folder structure to store your files. It is important to keep your files organized so that you can find them when you need them. Saving, accessing, and uploading files is critical to your success in this course. This assignment will assist you in keeping your files organized.
2. Using Windows, create the file structure on your hard drive.
3. There are a few different ways to create a new folder in Windows.
 - a. In File Explorer, [click](#) the new folder icon in the upper left-hand corner
 - b. [Use](#) the shortcut key CTRL+Shift+N
 - c. [Right-click](#) the white area of the File Explorer Window, and [select](#) New, Folder.
4. Your completed file structure should look something like this:



Note: Some students like to put a number in front of the folder so that they display in chronological order. Other students like to abbreviate the unit and chapter names. The file structure is for you, so use names and logic that makes sense to you.

Helpful Hints:

- After you [type](#) the name of the folder, [press](#) enter.
- Use the File Explorer Navigation Pane to expand each file folder. If the arrow, or carot is pointing down, the file is expanded. This will allow you to see the folder contents.
- To rename a folder, [right-click](#) on the folder. In the shortcut menu, [choose](#) Rename. Start [typing](#) the new name, and then [hit](#) Enter on your keyboard.
- To delete a folder, [right-click](#) on the folder. In the shortcut menu, [choose](#) delete.

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