

Creating Folders

**A Very
Warm
Welcome
to the
Exciting
World of
Computers**



**Let's get
Started
– It's easy
with my Step-
by-Step
Instructions**

Step - by - Step Tutorials



Tutorials are being taught at several High Schools, Community Centers, Retirement Villages and Public Libraries in Western Australia. They can now be downloaded from:

<http://www.a-to-z-of-manners-and-etiquette.com/computer-tutorials.html>

Course Originator and Author: Morna-Dawn Jacobs

© Morna-Dawn Jacobs. Course lessons may NOT be reproduced

All about FOLDERS



Think of your computer as a filing cabinet. In the filing cabinet is a whole bunch of FOLDERS. (In the FOLDERS will be all your hard work and creative masterpieces - all neatly sorted into categories.



Everything you create on your computer should be filed away in an orderly fashion; if you ever want to find it again you will have no problems.

For example: You want to create a variety of greeting cards or you have a huge number of photographs of the family or family pets etc. It is good to have them handy to click on when needed.

You could create a FOLDER called GREETING CARDS.

Every time you create a card, just file it in the Greeting Card



Folder.

Every time you need to send a card – you will know where to find it.



So what are we waiting for? Let's get started

All you have to do is carefully read and follow the step-by-step instructions below.

being taught at several High Schools, Community Centers, Retirement Villages and Public Libraries in Western Australia. They can now be downloaded from:

<http://www.a-to-z-of-manners-and-etiquette.com/computer-tutorials.html>

Course Originator and Author: Morna-Dawn Jacobs

© Morna-Dawn Jacobs. Course lessons may NOT be reproduced

If you get stuck just go to the beginning and read the instructions again. Keep trying.



Ok ... let's get started

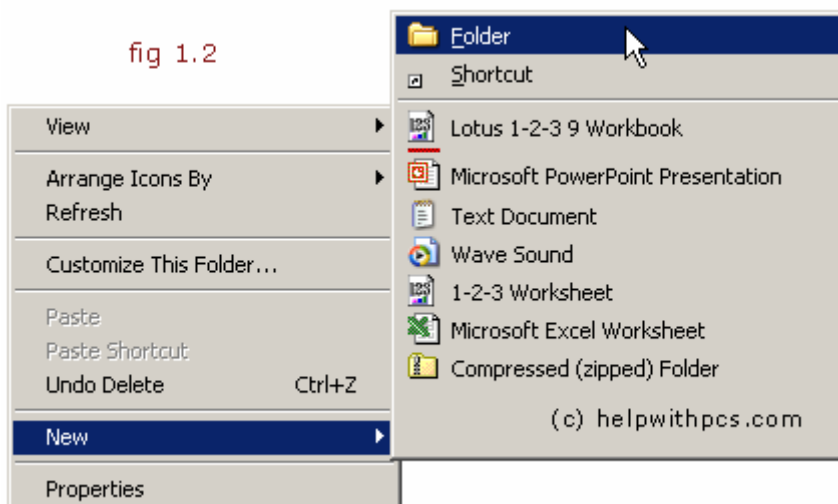
NOTE:

It is always a LEFT-CLICK unless we say otherwise.

DO THIS

CREATE A FOLDER ON THE DESKTOP:

1. Right-click anywhere on the desktop (not on top of another icon!)
2. A menu pops up, move your mouse pointer to **NEW**
3. Another menu pops up, click on **FOLDER**



4. Look for this little **FOLDER** on your **DESKTOP**

Tutorials are being taught at several High Schools, Community Centers, Retirement Villages and Public Libraries in Western Australia. They can now be downloaded from:

<http://www.a-to-z-of-manners-and-etiquette.com/computer-tutorials.html>

Course Originator and Author: Morna-Dawn Jacobs

© Morna-Dawn Jacobs. Course lessons may NOT be reproduced



5. Don't click your mouse; just begin typing in the name of the folder. For this exercise, we will call the folder **PHOTOS**. Type in the word 'Photos' (if you are working on a network such as at a school or library **ALWAYS** type your name in front of the file name e.g. **Jill's Photos** to avoid confusion with the other students' folders and because a file path will only accept one unique file name).

6. Now hit your **ENTER** key on the keyboard.



How easy was that? (smile)

DO THIS

Now we are going to create another folder on the **DESKTOP**.

1. Remember what to do? Not to worry if you don't. Practice makes perfect. Right click anywhere on the **DESKTOP**, a new menu pops up.
2. Move your mouse pointer to **NEW**
3. Another menu pops up, click on **FOLDER** Look for this little **FOLDER** on your **DESKTOP**



4. Don't click your mouse; just begin typing in the name of the folder. For this exercise, we will call the folder **FAMILY PETS**. Type in the words 'Family Pets' (or **Jill's Family Pets**).

5. Now hit your **ENTER** key on the keyboard.

Good work! Now you have two **FOLDERS** on your desktop.

Step-by-Step Tutorials – Creating Folders



Lets do it all again.

1. Remember what to do? Not to worry if you don't. Practice makes perfect. Right click anywhere on the **DESKTOP**, a new menu pops up.
2. Move your mouse pointer to **NEW**
3. Another menu pops up, click on **FOLDER** Look for this little **FOLDER**

on your **DESKTOP**



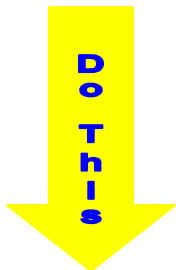
4. Don't click your mouse; just begin typing in the name of the folder. For this exercise, we will call the folder **HOLIDAY IN ITALY**. Type in the words 'Holiday in Italy'.

5. Now hit your **ENTER** key on the keyboard.



Now here's a little test for you Try to do this without looking back at the instructions ... (smile).

Now create 4 more folders on your **DESKTOP** and call them:



1. **Personal Stuff**
2. **Accounts**
3. **Email Graphics**
4. **Greeting Cards**

Now this is a handy little trick It is quite easy to do:

Tutorials are being taught at several High Schools, Community Centers, Retirement Villages and Public Libraries in Western Australia. They can now be downloaded from:

<http://www.a-to-z-of-manners-and-etiquette.com/computer-tutorials.html>

Course Originator and Author: Morna-Dawn Jacobs

© Morna-Dawn Jacobs. Course lessons may NOT be reproduced

1. Click on the FOLDER called **Family Pets**
2. Hold down the left mouse button and drag this folder over to the folder called **Photos**, now ‘drop’ (release the left mouse button) the **Family Pets** folder on the **Photos** folder.
3. Now do the same thing with the **Holiday in Italy** folder, just ‘drop’ it into the **Photos** folder.
4. To see what’s happened here, double click on the Photos folder, you should have your **Family Pets** and **Holiday in Italy** folders neatly stored in your **Photos** folder. If you don’t, please read the above steps and try again.

Try to be disciplined when you are working on your computer. It makes life so much easier if you always file away your work in the appropriate folders.

We have now learned how to create folders on the desktop. Let us move on and learn how to create folders in other programs. Some people prefer to keep the desktop free of folders and only have their shortcut icons on the desktop.

Many people like to use MY DOCUMENTS to store all their work, so let’s move on to My Documents and see how to create a few folders there.

DO THIS

CREATE A FOLDER IN MY DOCUMENTS:

1. Click on **START**

Tutorials are being taught at several High Schools, Community Centers, Retirement Villages and Public Libraries in Western Australia. They can now be downloaded from:

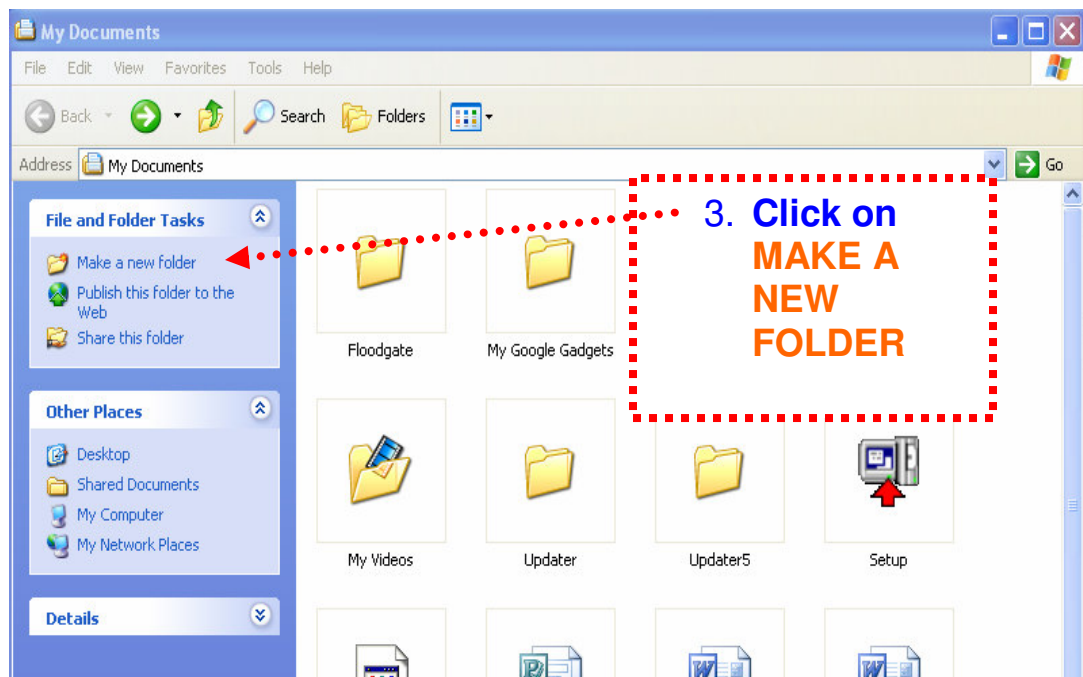
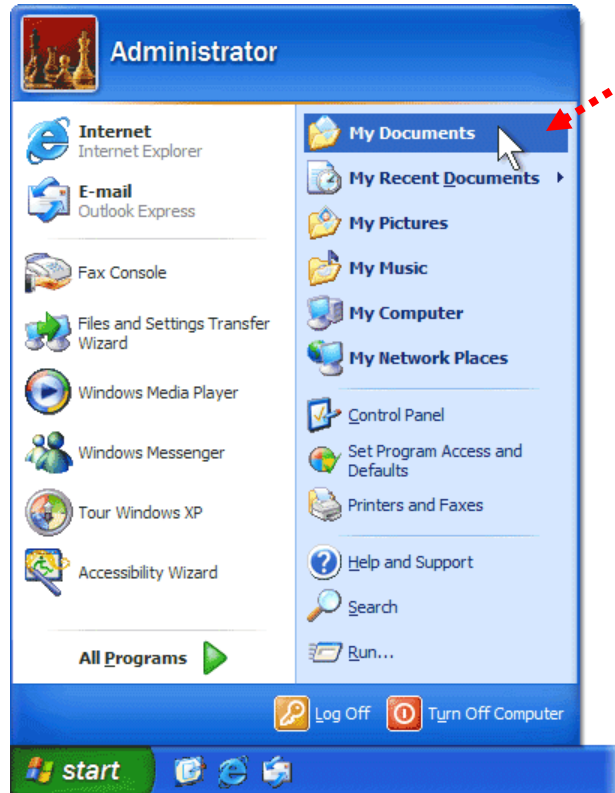
<http://www.a-to-z-of-manners-and-etiquette.com/computer-tutorials.html>

Course Originator and Author: Morna-Dawn Jacobs

© Morna-Dawn Jacobs. Course lessons may NOT be reproduced

Step-by-Step Tutorials – Creating Folders

2. Click on **MY DOCUMENTS**



Tutorials are being taught at several High Schools, Community Centers, Retirement Villages and Public Libraries in Western Australia. They can now be downloaded from:

<http://www.a-to-z-of-manners-and-etiquette.com/computer-tutorials.html>

Course Originator and Author: Morna-Dawn Jacobs

© Morna-Dawn Jacobs. Course lessons may NOT be reproduced

Step-by-Step Tutorials – Creating Folders



4. Don't click your mouse; just begin typing in the name of the folder.

For this exercise, we will call the folder **BANKING**. Type in the word '**Banking**'.

5. Now hit your **ENTER** key on the keyboard.

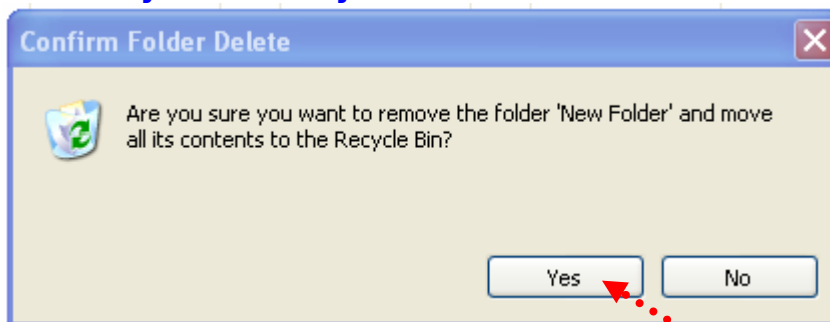
That was easy wasn't it? Create a few more folders to practice.

It is just as easy to delete the folders. Again, just follow the step-by-step instructions below:

DO THIS

TO DELETE A FOLDER:

1. Click on the folder. Now look in the File and Folder Tasks menu shown in the left column of your screen.
2. Click on **DELETE THIS FOLDER** or just hit your **DELETE** key on the keyboard.



3. When this menu pops up, click on **YES**

Where else do you need to have FOLDERS?

Tutorials are being taught at several High Schools, Community Centers, Retirement Villages and Public Libraries in Western Australia. They can now be downloaded from:

<http://www.a-to-z-of-manners-and-etiquette.com/computer-tutorials.html>

Course Originator and Author: Morna-Dawn Jacobs

© Morna-Dawn Jacobs. Course lessons may NOT be reproduced

Step-by-Step Tutorials – Creating Folders

Stupid computer
Keeps saying
"you got mail"



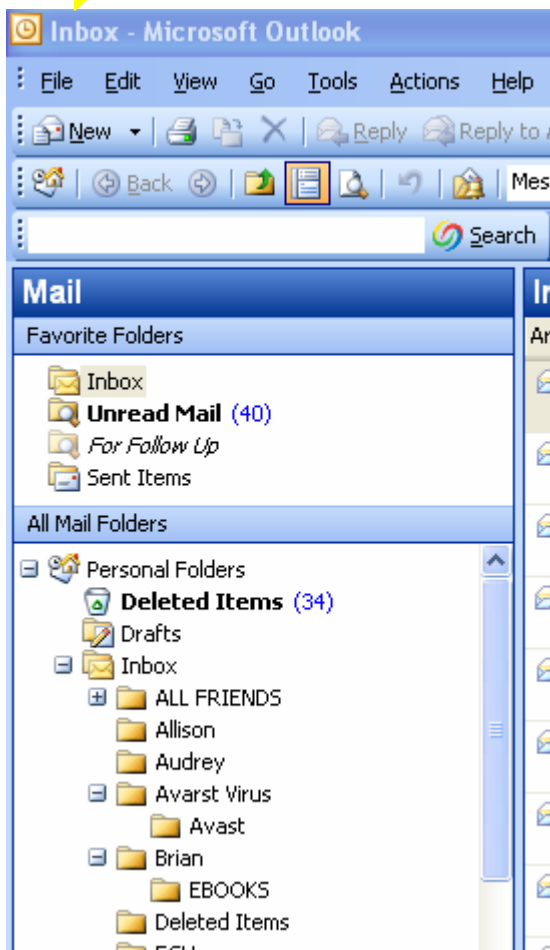
Definitely in OUTLOOK or OUTLOOK EXPRESS whichever one you use.

Have a FOLDER for each one of your friends and relatives. Keep the business ones separate. Keep all the jokes and ones with the good graphics in a

special FOLDER.

DO THIS

THIS IS HOW TO ORGANIZE YOUR E-MAILS:



1. Click on Outlook or Outlook Express on your DESKTOP. If you don't have a shortcut icon on your DESKTOP, then click on START, then PROGRAMS, then on your emailing program.
2. Click on INBOX
3. Click on FILE
4. Hold mouse pointer over

Tutorials are being taught at several High Schools, Community Centers, Retirement Villages and Public Libraries in Western Australia. They can now be downloaded from:

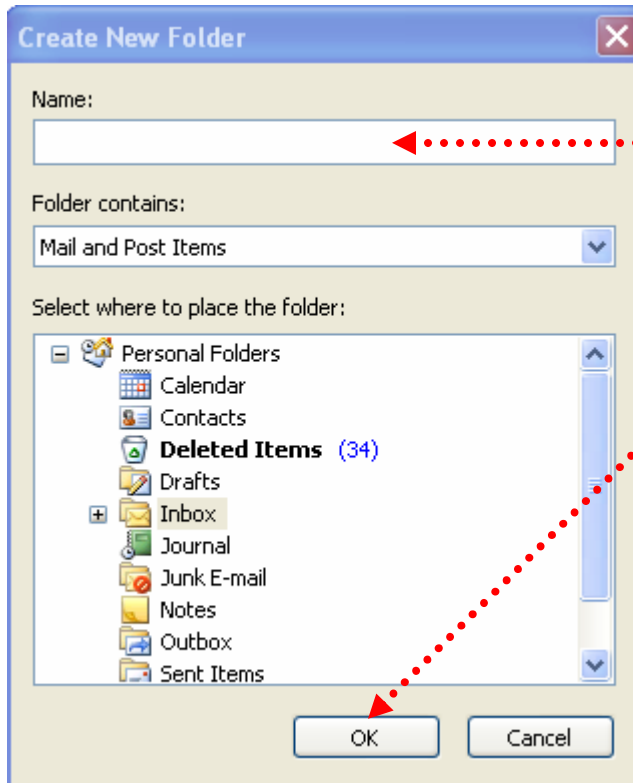
<http://www.a-to-z-of-manners-and-etiquette.com/computer-tutorials.html>

Course Originator and Author: Morna-Dawn Jacobs

© Morna-Dawn Jacobs. Course lessons may NOT be reproduced

NEW, another menu will pop out

5. Click on FOLDER, another menu will pop up

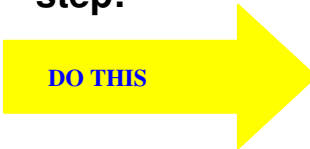


6. Type in the name of the FOLDER where it says name

7. Click OK

If you want to create a folder within another folder this is how you do it. Instead of clicking on INBOX, just click

on the folder in question, then click on FILE, then NEW, then FOLDER. Go ahead and try it, I'll lead you through it step-by-step:



Create a folder within a folder

1. First we are going to create a FOLDER and name it FRIENDS. Click on INBOX

2. Then click on **FILE**
3. Hold the mouse pointer over **NEW** and when the menu pops out
4. Click on **FOLDER**
5. Name the folder **FRIENDS**
6. Click on OK
7. Now click on the folder called **FRIENDS**
8. Click on **FILE**
9. Hold mouse pointer over **NEW** and when the menu pops out
10. Click on **FOLDER**
11. Call this folder **John** and click on OK

The folder **FRIENDS** will now have a little + sign next to it. Click on the +. All the folders inside your **FRIENDS** folder will now be

visible.   ALL FRIENDS

Would you like to tidy up your emails now? No problem. Just create your folders. Then simply click on the email, hold down

Step-by-Step Tutorials – Creating Folders



your left mouse button and drag the email to the relevant box and just 'drop' it in.

OK, let's move on and tidy up your FAVORITES in Internet Explorer.

Perhaps you do your investing and banking online? Then it would be a good idea to have all those web sites in one folder.

Or perhaps you have an interest in collectables and have several web pages you keep an eye on?

Let me show you how to keep them all neatly filed so that you can access them easily.

DO THIS

THIS TIME WE ARE GOING TO CREATE THREE NEW FOLDERS IN INTERNET EXPLORER:



1. Click on your Explorer icon on the DESKTOP if it is there, or click on START, then PROGRAMS and lastly on Internet Explorer.

2. If your favorites are not showing, click on VIEW

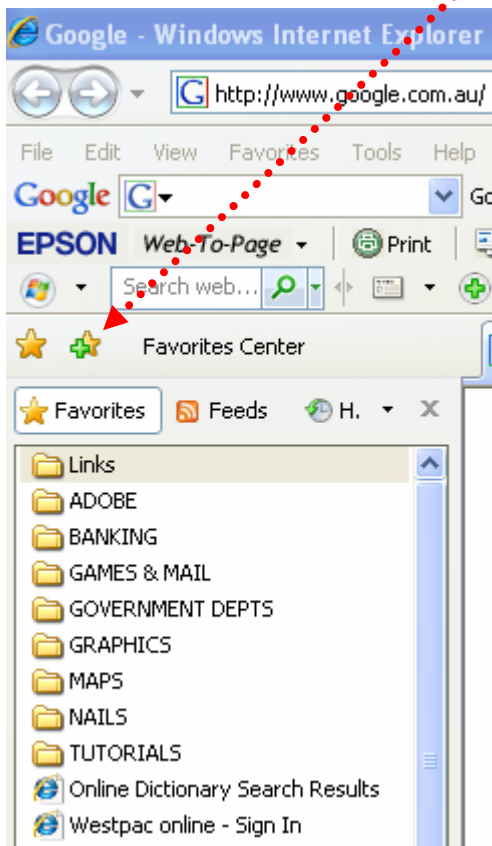
Step-by-Step Tutorials – Creating Folders

3. Hold mouse pointer over EXPLORER BAR, when the menu pops out

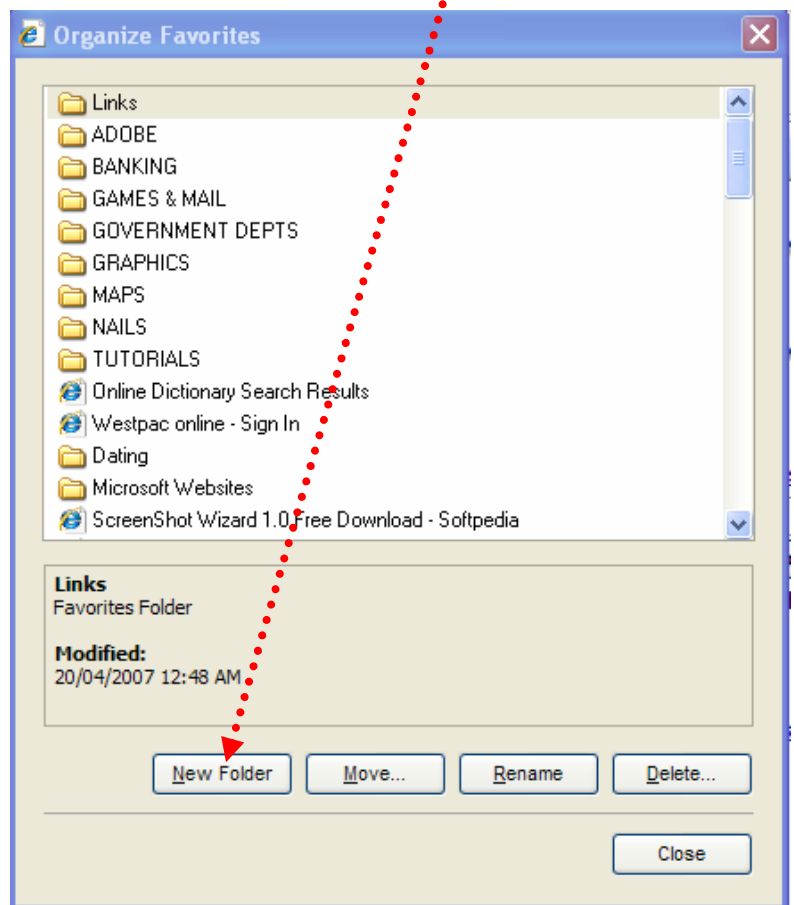
4. Click on FAVORITES

5. Now click on this little icon:

6. Click on **ORGANIZE FAVORITES**



7. A new menu will pop up, click on **NEW FOLDER**



8. Type in the name of the new folder, we are going to call it

Tutorials are being taught at several High Schools, Community Centers, Retirement Villages and Public Libraries in Western Australia. They can now be downloaded from:

<http://www.a-to-z-of-manners-and-etiquette.com/computer-tutorials.html>

Course Originator and Author: Morna-Dawn Jacobs

© Morna-Dawn Jacobs. Course lessons may NOT be reproduced

BANKING for this exercise

9. Click on **CLOSE**

10. Repeat the above steps and create two more folders, call them **HOLIDAY RESEARCH** and **GENEOLOGY**.

Well done!

Now take your time and tidy up your computer (smile). Remember it is quite easy to drag and drop your existing work into your new folders.

To complete this valuable lesson let me show you how to save your new work in their relevant folders.



DO THIS

SAVING YOUR WORK IN A FOLDER:

8. Open a new document in Microsoft Word

9. Address the letter to your bank manager

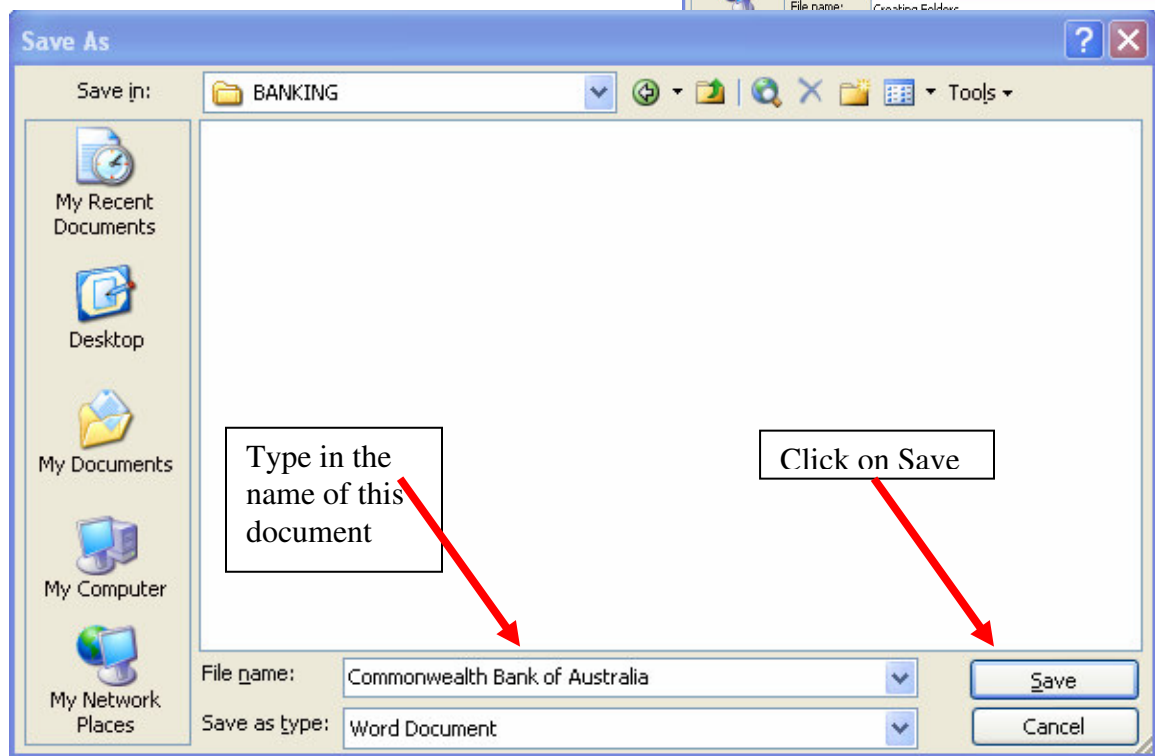
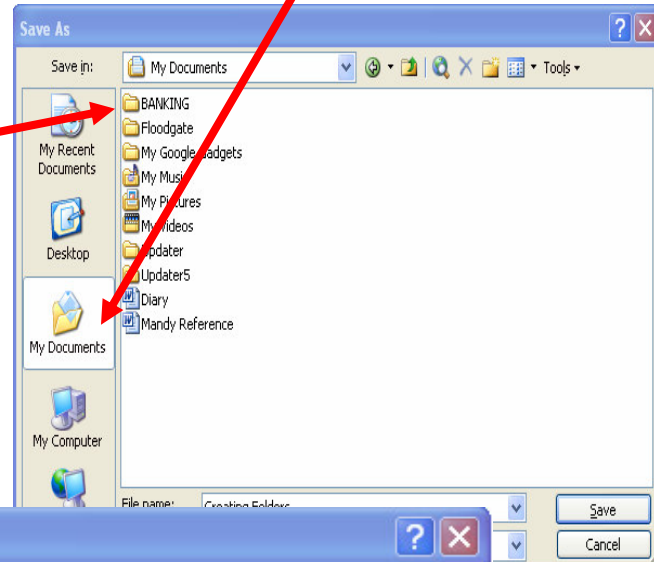
10. Click on **FILE**

11. Click on **SAVE AS**

Step-by-Step Tutorials – Creating Folders

12. When the menu pops up, click on **MY DOCUMENTS**

13. Double click on **BANKING** (one of your new folders you created earlier on).



7. Next type in the name of this document, for this exercise

we will call it **Commonwealth Bank of Australia**.

Tutorials are being taught at several High Schools, Community Centers, Retirement Villages and Public Libraries in Western Australia. They can now be downloaded from:

<http://www.a-to-z-of-manners-and-etiquette.com/computer-tutorials.html>

Course Originator and Author: Morna-Dawn Jacobs

© Morna-Dawn Jacobs. Course lessons may NOT be reproduced

8. Click on Save.

9. Close this document by clicking on the little white X in the red box in the top right hand corner of your screen

DO THIS

To find your document again:

1. Click on **START**
2. Click on **MY DOCUMENTS**
3. Click on **BANKING**
4. Double click on your **Commonwealth Bank document.**

That's it! See how easy it was to find your banking document?



In this lesson you learned to create folders on your DESKTOP, in MY DOCUMENTS,

also in your emailing program and Internet Explorer.

You also learned how to save your work to a specific folder and then find it again.

Well done!

There is so much more to learn why not go through my Microsoft Word series 1 – 5, also learn how to make greeting cards in Publisher or how to create a photo album in PowerPoint – complete with animations and music. You will have so much fun learning about all the amazing things you can do on your computer.

END