

Let's begin to learn computer

(Learn about "Folder Create, Rename & Delete)

➤ **Create a new folder on desktop with your name Example (Lalit).**

▪ **Create 4 other folder in your folder given below:**

- a. MS-Word
- b. MS-Excel
- c. MS-Power Point
- d. Tally

▪ **Create 2 folders in MS-Word folder.**

- a. Chapter 1 → Exercise 1.1
- b. Chapter 2 → Exercise 1.2

▪ **Create 2 folders in MS-Excel folder.**

- a. Chapter 1 → Exercise 1.1
- b. Chapter 2 → Exercise 1.2

▪ **Create 2 folders in MS-Power Point folder.**

- a. Chapter 1 → Exercise 1.1
- b. Chapter 2 → Exercise 1.2

▪ **Create 2 folders in Tally folder.**

- a. Chapter 1 → Exercise 1.1
- b. Chapter 2 → Exercise 1.2

Create Folder

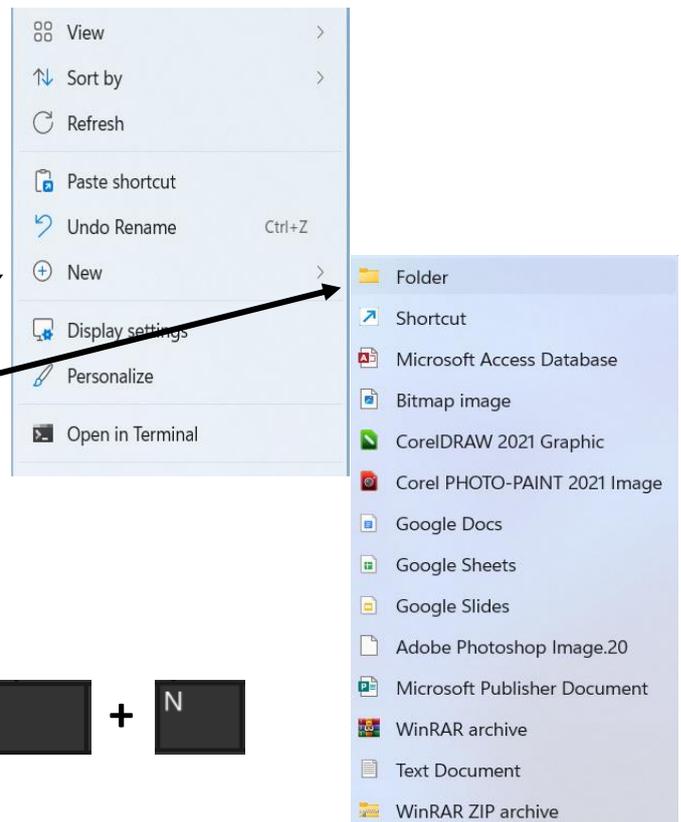
Step1: Right Click on mouse.

Step2: Click on New option.

Step3: Click on Folder.

Step4: Type the name of folder.

Step5: Enter.



Shortcut Key

Ctrl

+

Shift

+

N

Rename Folder

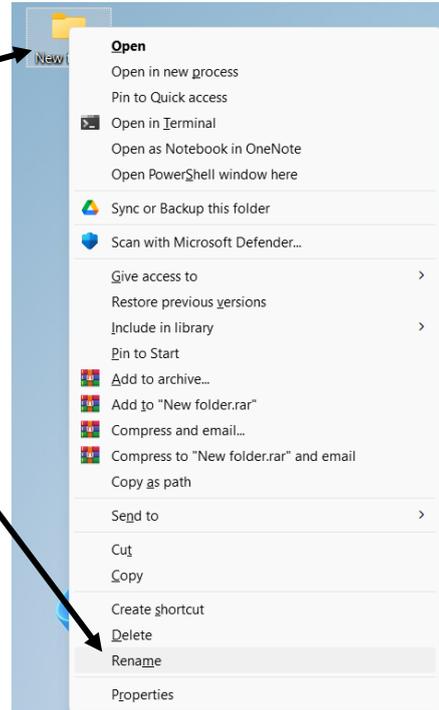
Step1: Right Click on folder.

Step2: Click on rename option.

Step3: Type new name of folder.

Shortcut Key

F2



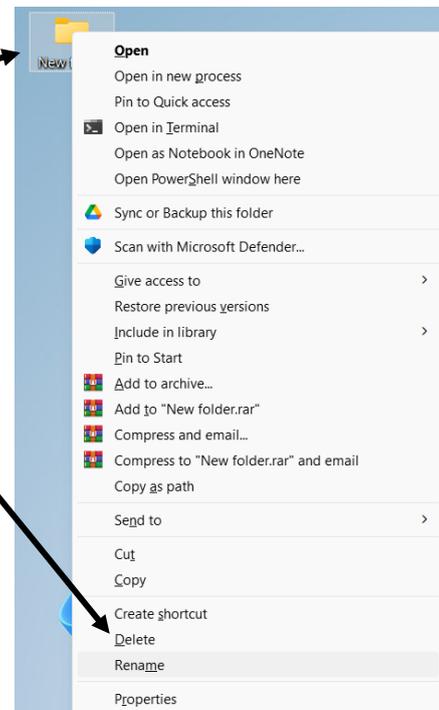
Delete Folder

Step1: Right Click on folder.

Step2: Click on delete option.

Shortcut Key

Del



Permanent Delete

Shortcut Key

Shift

+

Del