

Baggetta_Ware Computer Lessons

Lesson 1: Making A New Folder On the Windows Desktop

This step by step lesson accompanies an on-screen video available from Baggetta_Ware Teacher Tech www.baggetta.com. You can view the video first and then use these instructions to practice the task.

Why create a new folder on your desktop. New folders are handy for storing shortcut icons to programs that may have accumulated on the desktop, or files that you might have downloaded off the internet. In fact, if you are downloading files off the internet (from Baggetta_Ware, for example) you can save them directly to the new folders you create.

- Step 1: Right click with the mouse on an open area of the Windows desktop
- Step 2: Slide the mouse pointer down to the New option on the pop-out Menu.
- Step 3: Slide over to the Folder option on the new pop-out menu and left click this option.

The menu closes and a new folder appears on the Windows Desktop, called New Folder.

Option Moves

- Step 4: You can type in a new name for the folder while the name area is still highlighted in blue.
- Step 5: You can drag a shortcut icon or other file(s) on the desktop and place them in the new folder if you like.

We hope you enjoy these helpful instructions and videos. Please drop us a line and let us know what you think, or suggest video's you think might be helpful.