

Learning Team Supporting Activity

CIS/319

Navigate the File system in Windows 7

- Creating folders
- Deleting folders or files
- Create, Rename, and Delete a Folder in Windows
- Create, Rename, and Delete a Folder at a Command Prompt
- Renaming folders or files
- Print a File Without Opening It
- Moving and copying files and folders

Create a new folder

Folders are a convenient way to store and organize files on your computer. For example, you'll probably want to create folders within the Documents and Pictures folders to help you manage your files. You can create any number of folders and even store folders inside other folders. Folders located inside other folders are often called subfolders.

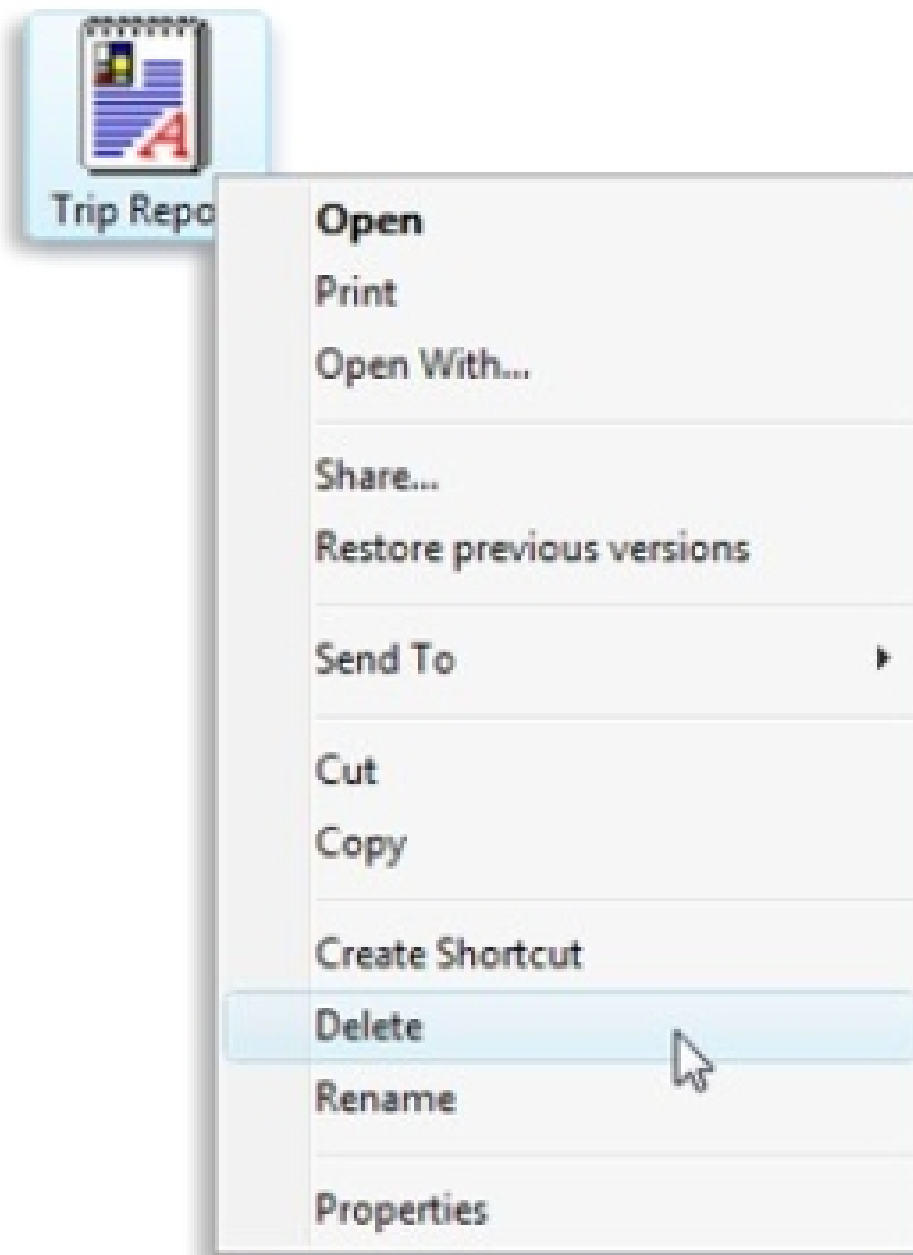
1. Go to the location (either a folder or the desktop) where you want to create a new folder.
2. Right-click a blank area on the desktop or in the folder window, point to **New**, and then click **Folder**.
3. Type a name for the new folder, and then press **ENTER**.

The new folder you created appears in the location you specified.

Delete a file or folder

When you delete a file or folder, the file or folder is not deleted right away. Instead, it is stored in the Recycle Bin until the Recycle Bin is emptied.

- Right-click the file or folder that you want to delete, and then click **Delete**.  If you are prompted for an administrator password or confirmation, type the password or provide confirmation.



HOW TO RENAME A FOLDER

If you look at a newly created folder you will notice its name (New folder) is highlighted in blue, surrounded by an Edit Box. This means it is waiting to be edited (Renamed). An edit box is a box that allows you to edit the text already inside it or type in some new text.

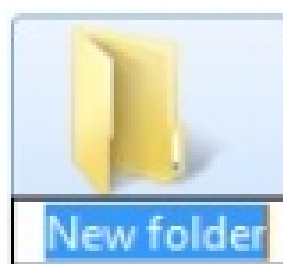


Fig 1.1 A newly created Folder

When you click, anywhere, inside the edit box for the first time the text becomes un-highlighted and a flashing cursor is positioned where you clicked (Fig 1.2 below). In Fig 1.2 I have clicked in between letters f and o. From here I can type in some new letters and/or delete old ones in order to rename the folder (Fig 1.3 and Fig 1.4). In this example I am renaming New folder to New friends. This did not have to be the case though. I could of renamed the folder John or whatever.