

**Title:** My First Folder – Homework and Drawing

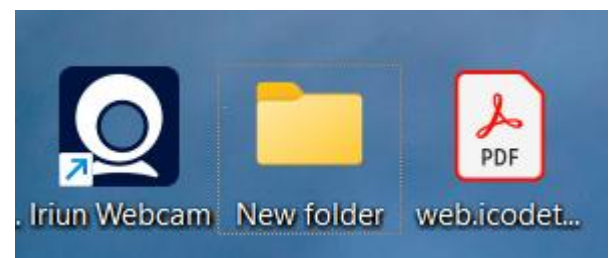
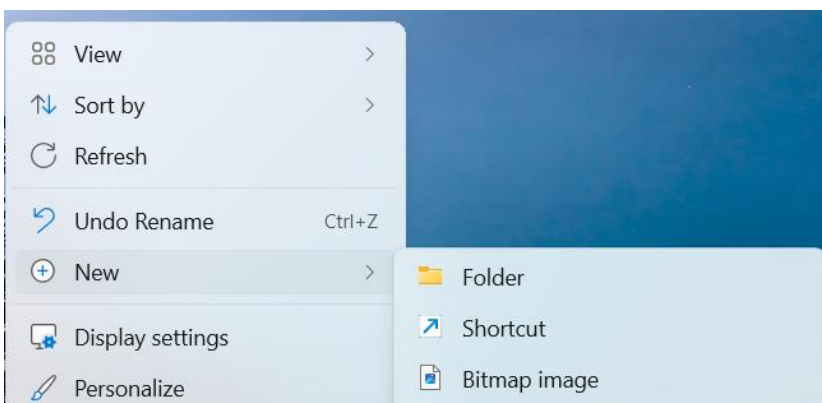
**Description:** In this activity, students will learn how to create a new folder, make folders inside folders, and organize their files in a simple structure.

**Purpose:** To help students understand how to keep their work organized by using folders.

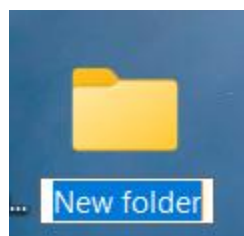
**Requirements:** Computer, Mouse and Keyboard

### Steps:

1. **Right-click** anywhere on the **desktop background** (not on an icon).
  - A small menu will open
2. From the menu, move the mouse to **New**.
  - Another menu will open on the side
3. Click on **Folder**.
  - A new folder will appear on the desktop with the name highlighted (default name: “New folder”).

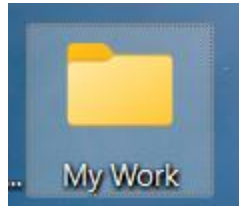


4. Right Click on the “**New Folder**” and Click on **Rename**.
  - The folder name will now be ready to type .



5. Type **“My Work”** and press **Enter**.

- The folder will now be saved with the name My Work .



6. **Double Click** on the folder **My Work**.

- The folder will open in a new window (it will look empty inside).

7. Inside this window, **right click** on the empty space -> **New -> Folder**

- A new folder will appear.
- Rename it to **“Homework”** and press **Enter**.
  - The folder “Homework” will now be available under “My Work”

8. Repeat step 7 to create another folder **“Drawing”** inside **“My Work”**

- Now you will have two folders inside “My Work”.

9. Look at the path shown on the top of window.

- It should say like: **Desktop > My Work** (or > My Work >)
- Inside you should see the folders **Homework** and **Drawing**

