**Intro To Office 2010 Video Project 3:**

**Build System Of Folders Using Windows Explorer**

1. Put your USB Flash Drive into a USB port
   * Open Windows Explorer: Shortcut key is + E
2. Folder
   * Create new folders by right-clicking in right side of Windows Explorer, or use the keyboard shortcut: Alt, F, W, F.
3. Naming files and folders is one of the most important computer skills to have
   * Page 22 has characters that are allowed for names.
4. New Keyboard shortcuts seen in this video:
   * In Windows Explorer: Rename Folder = F2
   * In Windows Explorer: Move up or down between Folders/Files = Down / Up Arrows
   * Move to Front of line = Home key
5. Picture of Finished System Of Folders:



