**Intro To Office 2013 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 with Ctrl + Shift + N.
3. Naming files, folders, worksheets in Excel, Tables in Excel, Tables in Access or Queries in Access is one of the most important computer skills.
   * Always name things with names that indicate what data or information is contained in file, folder, Excel Worksheet, Excel Table or Access Table/Query.
     + Don’t be lazy. Be vigilant: always names things smartly/logically
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
   * Move to End of line = End key
   * New Folder: Ctrl + Shift + N
5. Picture of Finished System Of Folders:  
   