Highline College

Busn 216: Computer Applications for Business

Video #03: Create System of Folders Using Windows Explorer

1. You can create folders in your Desktop or in your USB Flash Drive. Put your USB Flash Drive into the USB port.
   - Open Windows Explorer: Keyboard Shortcut: ⊞ **+ E**
   - Select the location you would like to create your folders in.

2. Creating Folders

   If you are creating folders in your Desktop or USB Flash Drive:
   - Click to select the Desktop or your USB Flash Drive.
   - Ctrl + Shift + N. This is the efficient method to create new folders.

3. Naming
   - As you learn computer skills it is very important to name the folders, files, Worksheet is Excel, Tables and Pivot Tables in Excel, Tables and Queries in Access. The naming helps to uniquely identify your files/folders.
   - Always name your work with names that indicate the data or information that is contained in the file, folder, Excel Worksheet, Excel Table/Pivot Table, or Access Table/Query as it is easy to find the specific data and to know what is contained in your work.
     - ❖ Be sure to ALWAYS name Folders/Files in a way to easily identify them.

4. Keyboard Shortcuts:
   - ⊞ **+ E**   = Open Windows Explorer
   - Ctrl + Shift + N   = Create New Folder
   - F2 = Rename Folder/File
   - Home Key   = Move to Front of Line
   - End Key   = Move to End of Line
   - Down / Up Arrows   = Move up or down between Folders/Files
   - TAB key   = Rename Folders/Files that are next to each other in Windows Explorer
   - SHIFT and TAB key   = Move up to the previous Folder/File in Windows Explorer

5. Picture of finished System of Folders. (See on next page)

Picture of Finished System of Folders (*Yours will look different depending on what quarter you are taking Busn 216 and depending on what other classes you are taking*).

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