

Highline College

Busn 216: Computer Applications for Business (Fun and Power with Computers)

Office 2016 Video #03: 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 (Your will look different depending on what “Your Name” is and what quarter you are taking Busn 216):

