Preparation:

* Close all windows.
* Only have File Explorer open.
* Have File Explorer open to My Documents.

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| Action | Narration | Notes |
| Title Slide | Making a new file in Windows File Explorer |  |
|  | Making a new text file in Windows File Explorer is easy. |  |
| Show cursor in a folder. | Make sure your cursor is in a folder. |  |
| Show cursor over a file | Do not select a file. | Add X or Bad or Wrong icon |
| Right click in a folder | With your cursor in a folder, right-click. |  |
|  | This opens a context menu. | Highlight context menu |
| Select new > text document | Select New > Text Document. |  |
|  | This make a new text file called New Text Document.txt, with the file name selected so you can rename it. | Highlight the new file |
| Change the file name to My File. | Change the name of the file if you want. |  |
|  | Congratulations, you’ve made a new text file. |  |
| Closing slide |  |  |