**Initialize working directory:**

* Open command prompt
* Change directories to the directory you want to put into GIT
* Type git init and press enter

**Add currently initialized working directory to the staging area:**

* Open command prompt
* Go to the initialized working directory which you want to add to the staging area
* Type dir and press enter
* For each of the listed files, type git add [filename] (this can also be foldername/) and press enter

**Commit current staging area to the (offline) GIT repository:**

* Open command prompt
* Go to the initialized working directory in which you want to commit the staging area to the (offline) GIT repository
* Type git add -m "Message" (replacing Message with an informative message about the current update).