**FOLDER CREATION STEPS:**

1. Go to the area where you want to **create** the **folder**.

The easiest example is your computer's desktop, but you can **create** a **folder** anywhere on your computer. ...

1. Right-click on a blank space. Doing so opens a drop-down menu. ...
2. Select New. ...
3. Click **Folder**. ...
4. Type in a name for your **folder** and press ↵ Enter.

**Rename a folder**

1. Right-click on the Folder and select Rename, or select the Folder and press F2
2. Type the new name and press Enter

**Deleting folder**

1. Right-click on the Folder and select Delete option, or select the Folder and press delete key from keyboard.(temporary deletion)
2. For permanent deletion of folder press **Shift+delete** key