Certainly, here are the steps to create a new repository and upload files to it on GitHub without using commands:

1. \*Sign in to GitHub:\* Go to github.com and sign in to your GitHub account. If you don't have an account, you'll need to sign up first.

2. \*Create a new repository:\* Once signed in, click on the "+" sign in the top-right corner of the page and select "New repository". Alternatively, you can go to your profile, click on the "Repositories" tab, and then click on the green "New" button.

3. \*Fill in the repository details:\* Give your repository a name, choose whether it will be public or private, add a description if needed, and select any other settings you want for your repository. Then, click on the "Create repository" button.

4. \*Clone the repository:\* After creating the repository, you'll be taken to its main page. Click on the green "Code" button and select "Download ZIP". This will download a ZIP file of your empty repository to your local machine.

5. \*Extract the ZIP file:\* Once the ZIP file is downloaded, extract its contents to a directory on your local machine.

6. \*Add your files:\* Copy the files you want to upload into the directory where you extracted the contents of the ZIP file.

7. \*Zip the files:\* Select all the files you want to upload, right-click, and select "Compress" or "Zip". This will create a new ZIP file containing your files.

8. \*Upload the ZIP file:\* Go back to your repository's main page on GitHub. Click on the "Add file" dropdown button and select "Upload files". Choose the ZIP file you created and click "Open".

9. \*Commit changes:\* Scroll down to the bottom of the page, add a commit message (e.g., "Initial commit"), and click on the green "Commit changes" button.

10. \*Verify the upload:\* Once the upload is complete, you should see your files listed on your repository's main page on GitHub.

That's it! You've successfully created a new repository and uploaded files to it on GitHub without using commands.