

Introduction

This lab will introduce you to the Qwiklabs online learning platform's hands-on lab experience. You'll interact with hands-on labs in lots of courses in the IT Support Professional Certificate program, so it's important that you follow these instructions carefully. We'll give you some background information about what Qwiklabs are and how these labs will help train you as an IT Support Specialist. Finally, you'll interact with the lab materials themselves. Ready? Let's get started!

Heads up: The grade is calculated when the lab is complete, so be sure to hit "End Lab" when you're done!

In this Qwiklab, you'll spin up a virtual machine running the Windows OS. In other Qwiklabs throughout the IT Support Professional Certificate, you may spin up other *instances* (or other occurrences) of software; Qwiklabs aren't just limited to operating systems. You'll soon learn that, with Qwiklabs, you can interact with many other real-world scenarios that you may see as an IT Support Specialist.

What you'll do

There are two learning objectives for this lab:

- Familiarize yourself with the Qwiklabs environment.
- Access a Windows VM instance and create a basic folder using the graphical user interface (GUI).

You'll have 60 minutes to complete this lab. You must spend at least 5 minutes running the lab in order for your grade to be updated and passed back to Coursera. If you complete the lab before 5 minutes have passed, please wait until more time has passed before clicking "End Lab".

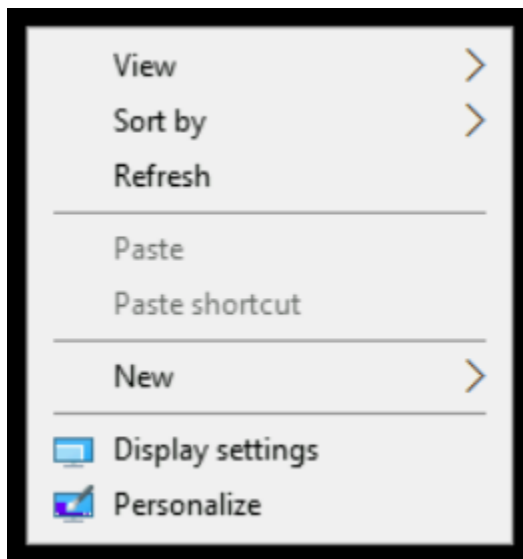
Creating a folder

For keyboard-only users:

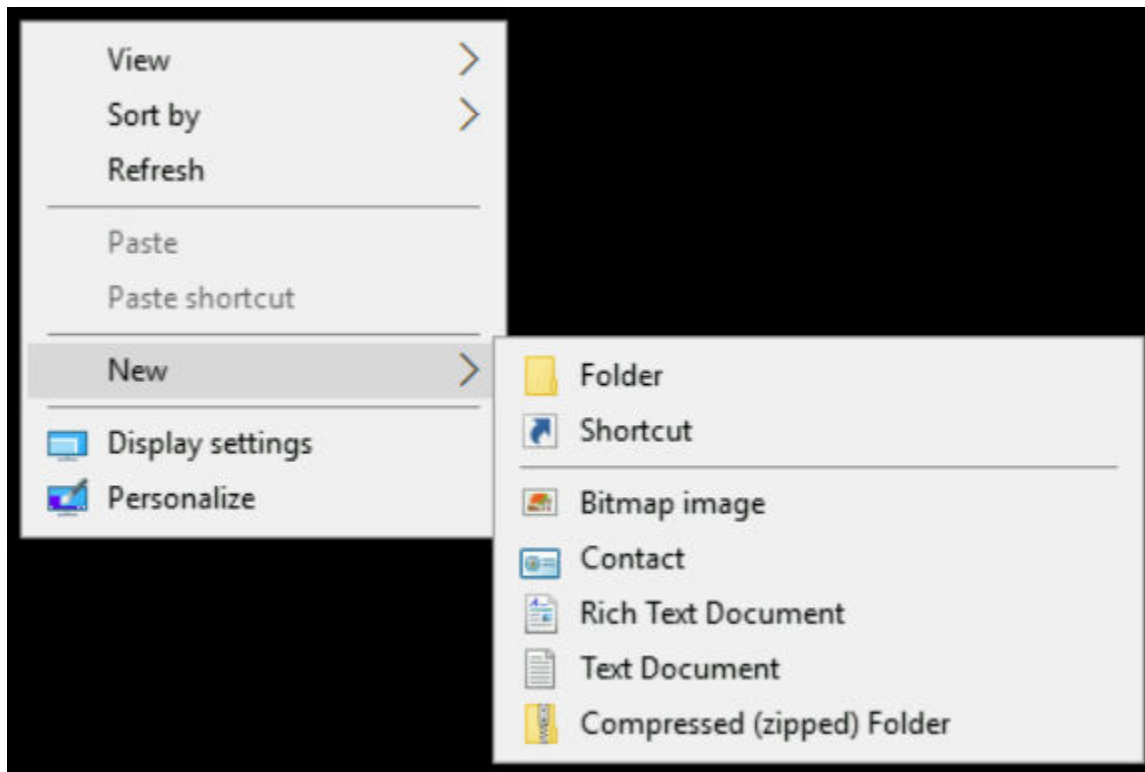
- Open file explorer from windows menu
- select desktop
- select "new folder" shortcut in the top bar menu
- rename folder "My Super Cool Folder"

For other users:

Creating a folder in Windows is super simple. Right-click anywhere on the desktop, and you should see this menu appear:



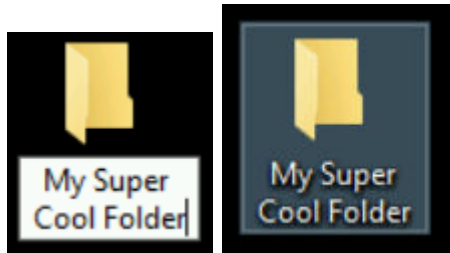
Hover your cursor over "New," and another menu should appear that looks like this:



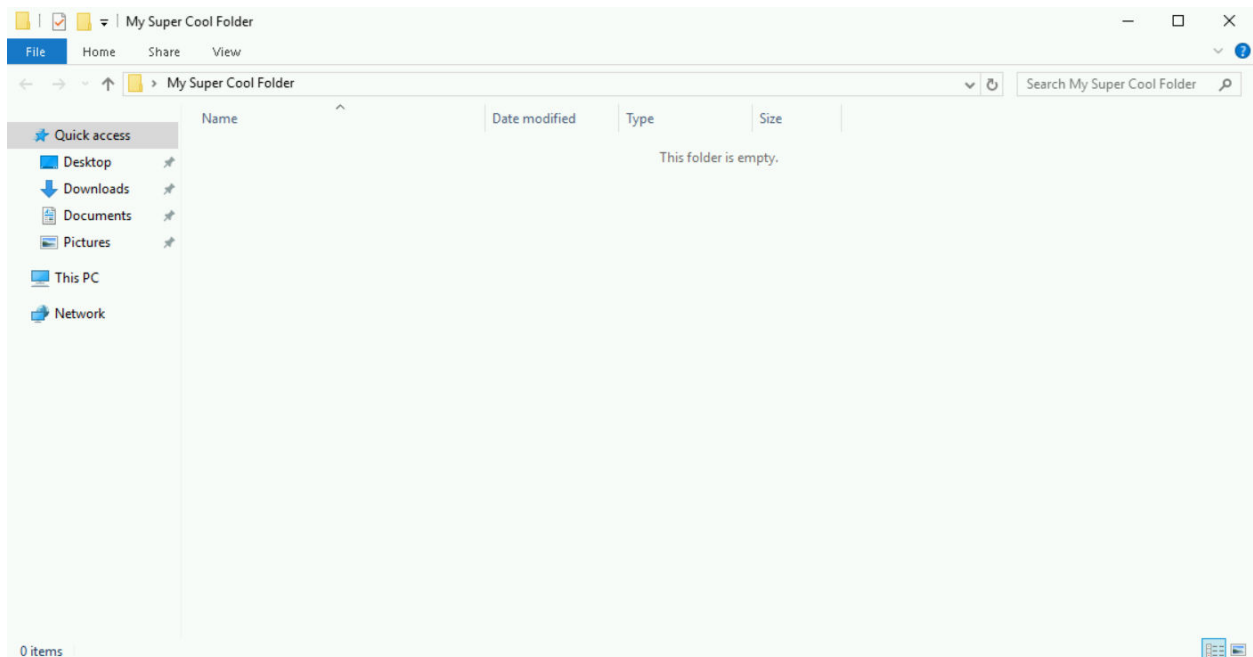
Move your cursor to the first option ("Folder") and select it. If your cursor leaves the menus, they may disappear. If this happens, just repeat the steps again. A new folder should appear on the desktop. It'll be called "New Folder" by default, and the text should already be highlighted for you to edit.



If you click anywhere before changing the name, you'll need to right-click the folder and select the "Rename" option to be able to edit it. Change the name to "My Super Cool Folder".



Your folder has been created and named! To verify, double-click on the folder, and a Windows Explorer window should pop up, showing you the contents of your currently empty folder.



Click *Check my progress* to verify the objective.

Create a folder

Check my progress

Congratulations!

That's it! You've successfully created a folder in Windows. There will be many more interesting labs to come, feel free to use this lab as a refresher if you ever forget the process.

You can manually end the lab, or it will automatically end when the time runs out.