10. 1. To create a new request, click on the "New" button in the top left corner of the Postman window. Choose the type of request you want to create.

2. Enter the URL for the request in the address bar at the top of the window.

3. If necessary, add any headers or parameters to the request.

4. Click on the "Send" button to send the request and view the response.

5. To create a collection, click on the "Collections" tab in the left sidebar. Click on the "New Collection" button and enter a name for the collection.

6. To add a request to a collection, open the request and click on the "Save" button in the top right corner of the window. Choose the collection you want to add the request to.

7. To create a variable, click on the "Environment" quick look button in the top right corner of the Postman window. Click on "Add" to create a new environment. Enter a name for the environment and add any variables you need, along with their values.

8. To use a variable in a request, enclose it in double curly braces like this: {{kiran123}}.