

How to Create a Folder

Method 1: Using File Explorer

1. **Open File Explorer** (Press `Windows + E` or click the folder icon).
2. Navigate to where you want to create the folder (e.g., Desktop, Documents).
3. **Right-click** in an empty area.
4. Hover over “**New**” and select “**Folder**”.
5. A new folder appears—**type a name** and press **Enter**.

Method 2: Using Desktop

1. **Right-click** on an empty space on the desktop.
 2. Select **New > Folder**.
 3. Type the folder name and press **Enter**.
-

How to Create a File

Method 1: Create a Blank File (e.g., Text File)

1. **Right-click** on the Desktop or in any folder.
2. Select **New**, then choose the file type:
 - **Text Document** (.txt)
 - **Microsoft Word Document** (if MS Word is installed)
 - **Excel Worksheet, Rich Text Document**, etc.
3. Type a name for the file and press **Enter**.