

**Directions: Number the steps from A-E. Write the letter on the box.**

1. Let us name our folder My Computer Folder. Right click the folder icon, and select Rename. Type the name of the folder and press ENTER.
2. Hover the mouse on the word "NEW" in the menu.
3. Select 'FOLDER' from the menu.
4. Use the mouse; right click any part of the desktop. We might need to minimize some windows to see our desktop.
5. A folder icon will appear on the desktop.