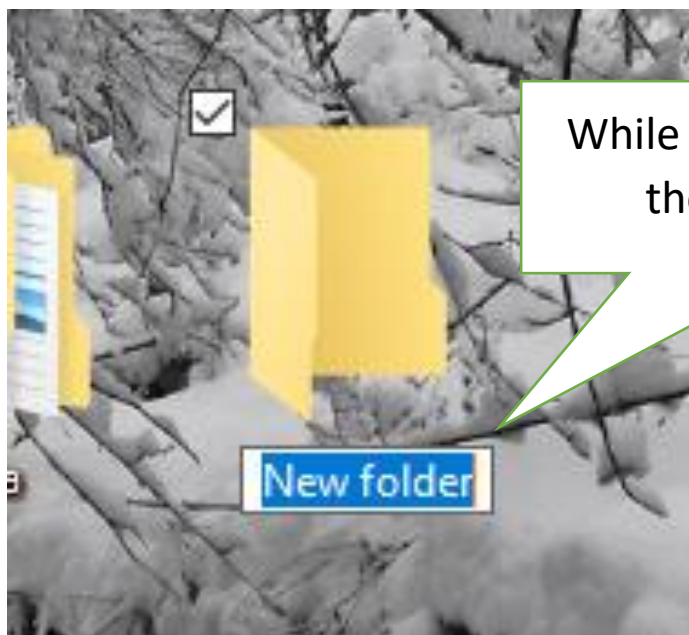
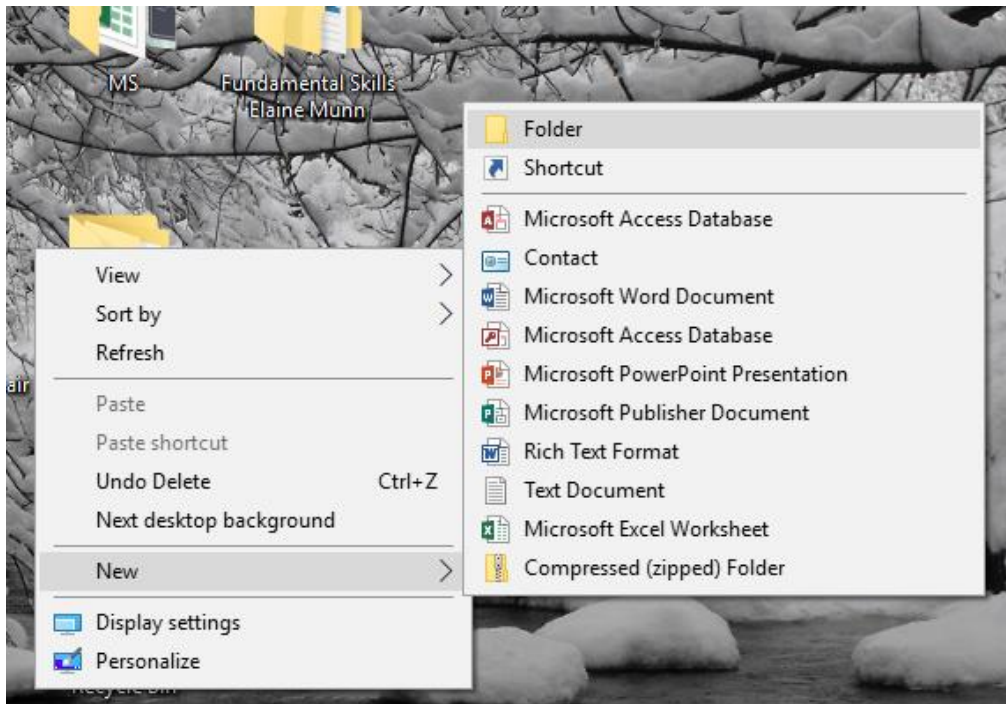


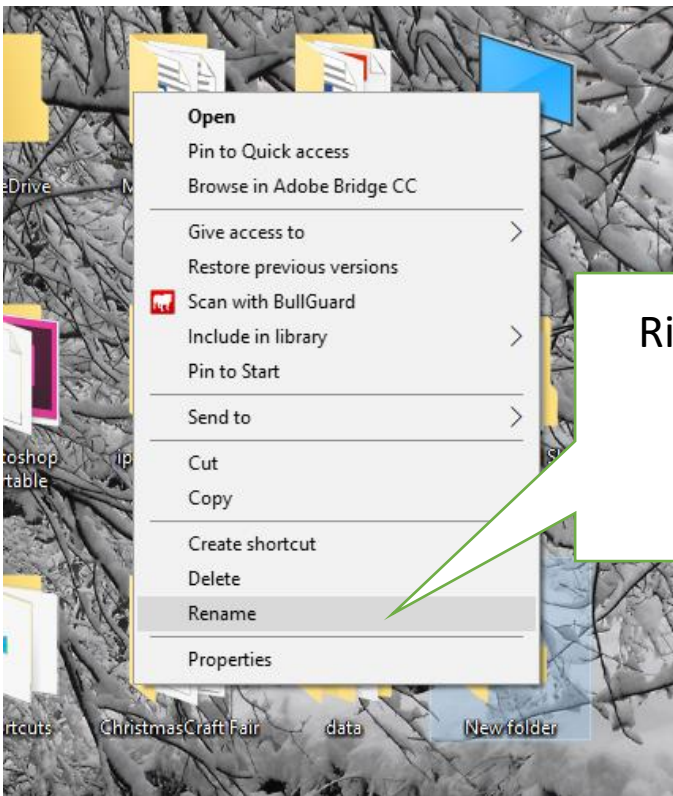
WORKING WITH FOLDERS

1. To make a Folder
 - a. Right Click on Screen
 - b. Choose **NEW**
 - c. Choose **FOLDER**



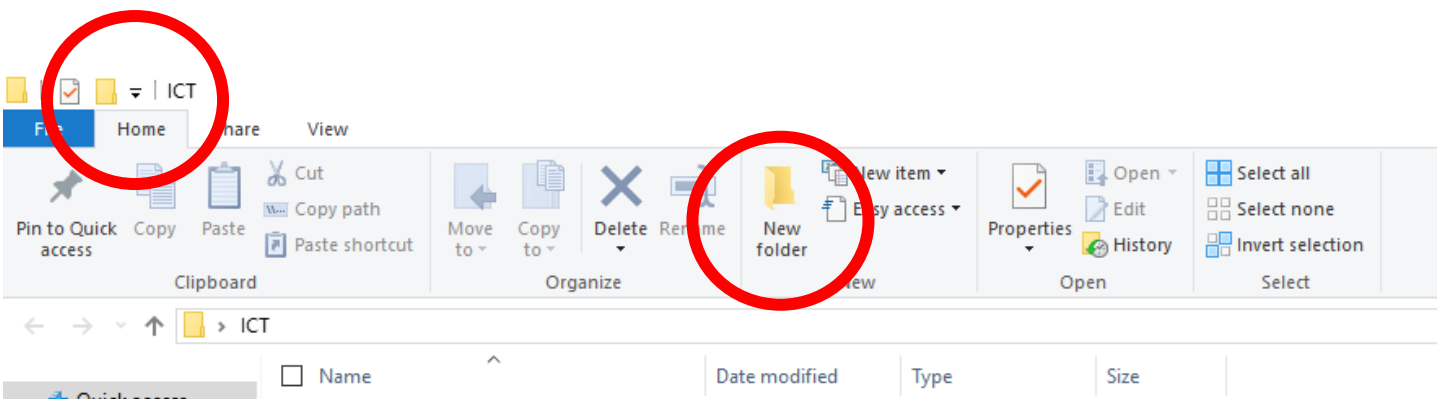
While nametag is blue name
the folder ICT SKILLS

RENAME A FOLDER



Right-Click on folder Choose
RENAME
TYPE NEW NAME

MAKE A NEW FOLDER or SUBFOLDER



Inside the folder in the **HOME TAB** click on **New Folder ...** **RENAME** the folder instructions above

DELETE A FOLDER

