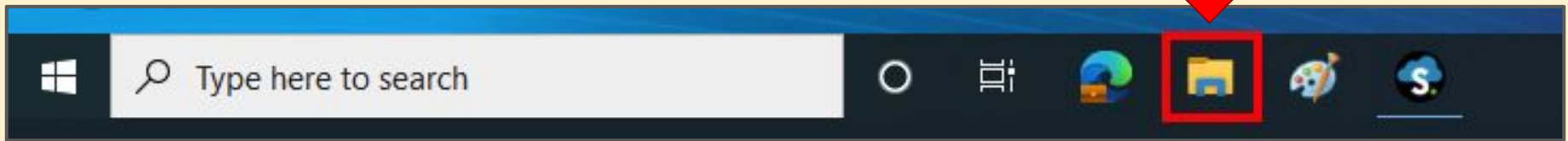


# File Management Skills

Click the folder icon on the Task Bar at the **bottom** of your screen

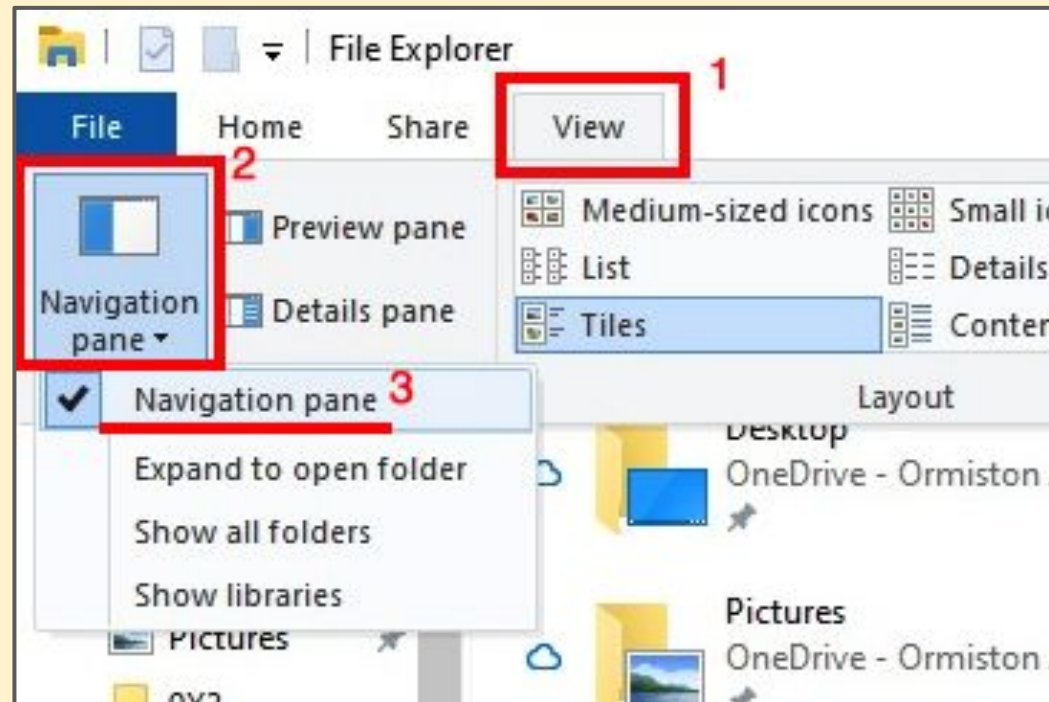


This opens up the **File Manager**

# File Management Skills

If the left sidebar isn't there:

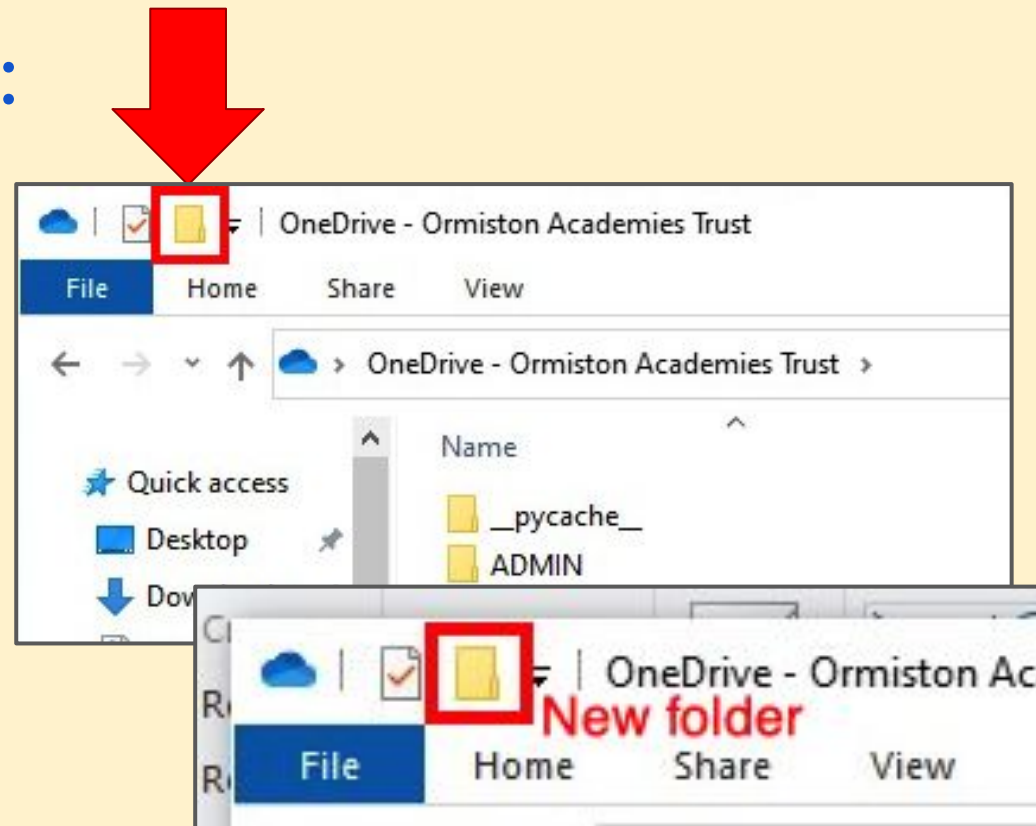
1. Click **View** at the top
2. Click **Navigation pane** on the right
3. Choose **Navigation pane** from the list



# File Management Skills

To make a new folder:

1. Click the **folder icon** at the top
2. **Type** the name of the folder
3. Press **Enter** on the keyboard



To **delete** a folder:

- Click on it and press delete on the keyboard

# File Management Skills

To rename a file or folder:

1. Right click on it
2. Choose **Rename**
3. Type the new name
4. Press **Enter** on the keyboard

To **delete** a file or folder:

- Left click on it and press delete on the keyboard