


DELETING and RENAMING FOLDERS AND FILES

To Delete a folder or file:

1. Locate the folder or file.
2. Click once on the folder or file to be deleted.
3. Do not open it.
4. Then EITHER:
 - Press the **Delete** key
 - Or click on 
 - Or Click on **Edit**, then click on **Cut**
5. The computer may ask you to confirm the deletion.

To Rename a folder or file:

1. Locate the folder or file.
2. Right - click once on the name of the folder or file to be renamed.
3. Do not open it.
4. In the short cut menu click on **Rename**
5. Type the new name
6. Press the **Enter** key