

Create a Folder in File Explorer

You can create as many folders as you want, either directly on a drive on your computer or within other folders. Using multiple folders enables you to better organize your files, so create as many as you need. To create a folder, open File Explorer and follow these steps:

1. Go to the location where you want to create the folder. It can be a drive on your computer or another folder.
2. Click the Home tab on the Ribbon. The Home tab is displayed.
3. In the New section, click the New Folder button. A new folder is created with the name New Folder.
4. Type the name that you want for the newly created folder.
5. Press Enter or click somewhere else in the File Explorer window. The newly created folder now has the name that you typed.
6. Close File Explorer.

Note: The keyboard shortcut for the New Folder command is Ctrl+Shift+N.