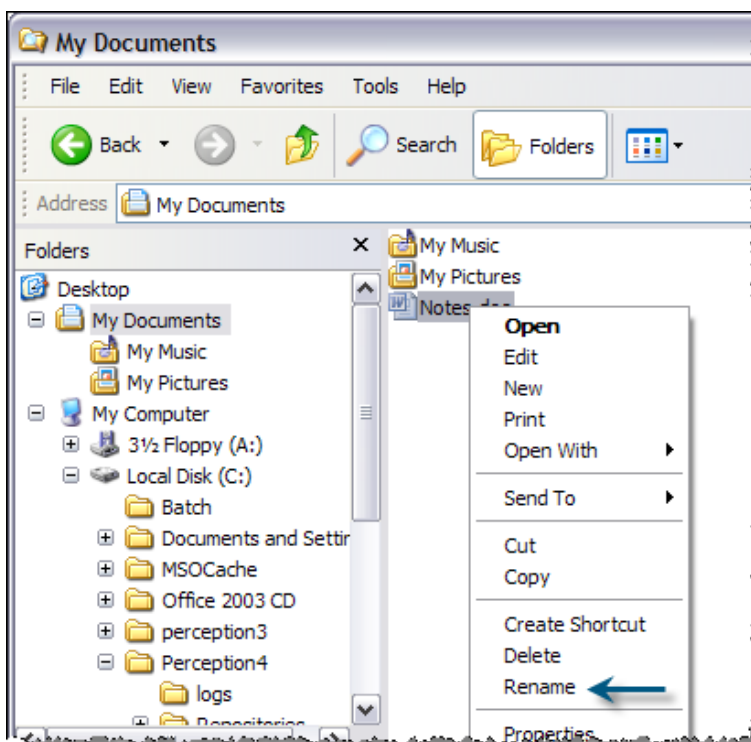


15 Minute Seminar

Windows Explorer - Renaming Folders and Files

If you want to change the name of a folder or a file you can rename it. Let's say that you want to rename a file named Notes.doc to Ch1-Notes.doc Here's how you would do it.

1. Right-click on the Notes.doc file and select **Rename** from the pop-up menu.



2. Notice how the file name is now selected so you can enter a new name.

Type in the new file name. Make sure you don't change the .doc extension on the file name.

Press **Enter** when you are done.

