## Files and Folders in Windows 95/98

## **Renaming Files**

Pictures	Pictur	<u>- 0 ×</u>
∫ <u>F</u> ile <u>E</u> dit <u>V</u> iew <u>G</u> o F <u>a</u> vorites <u>H</u> elp	Lile Cut Copy	<b>(11)</b>
Back Forward Up Cut "	Create Shortcut Back Delete	»
Address 🗀 A:\Pictures	Address Rename	•
software list	Properties software list	
1 object(s) selected My Comt //	Renames the selected item.	11.
To change the name of a file (or folder) click on the current name of the file. Delete the old name, type in the new name then click somewhere else on the screen. <b>OR</b> Sometimes it is easier to right click on the file and select the 'Rename' option from the menu that appear		

## Deleting files

Pictures	
<u>Eile E</u> dit <u>V</u> iew <u>G</u> o F <u>a</u> vorites <u>H</u> elp	Eil Cut Lelp
H → → ↓ ↓ × × × × × × × × × × × × × × × ×	Create Shortcut
Address A:\Pictures	Delete
software list	Properties
1 object(s) selected	Deletes the selected items.
To delete a file simply click on the file you want to delete and press the 'Delete' key on your keyboard.	<b>OR</b> right click on the file and select 'Delete' from the menu that appears.