

Right click on empty space to bring up this menu. From here you can select "New" - "Folder" to make a new folder.

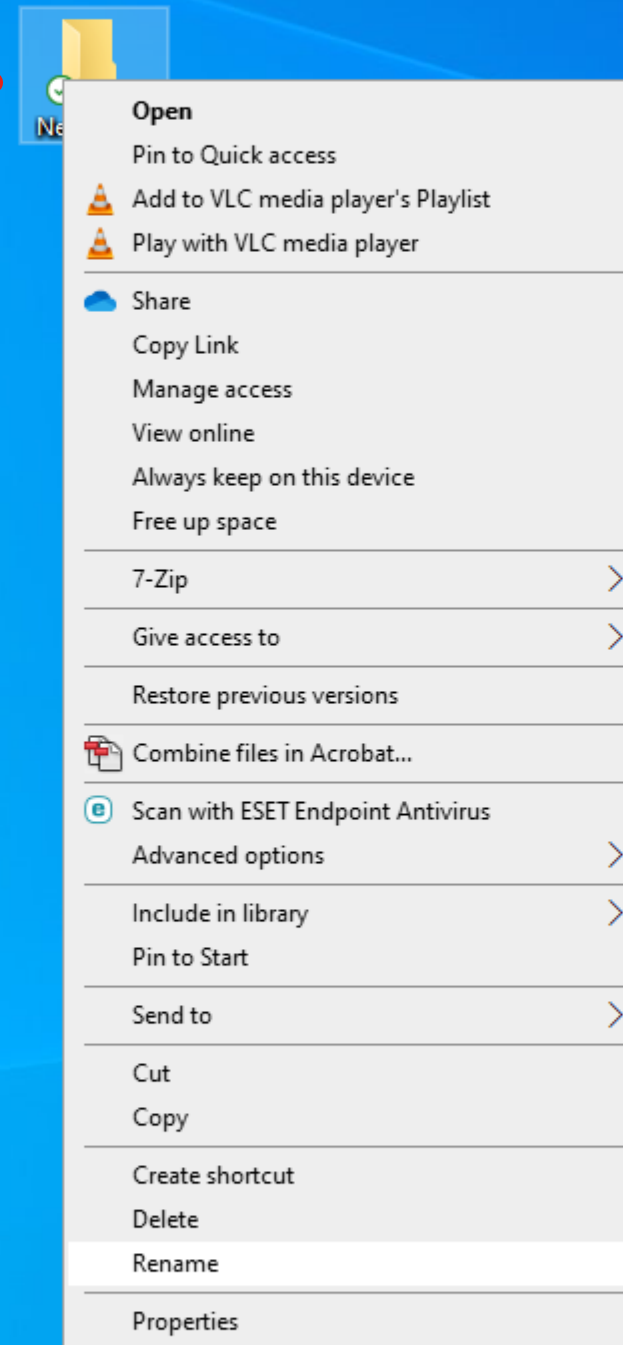
Keeping your computer organized is easier when you use folders.

Remember to name your folders!

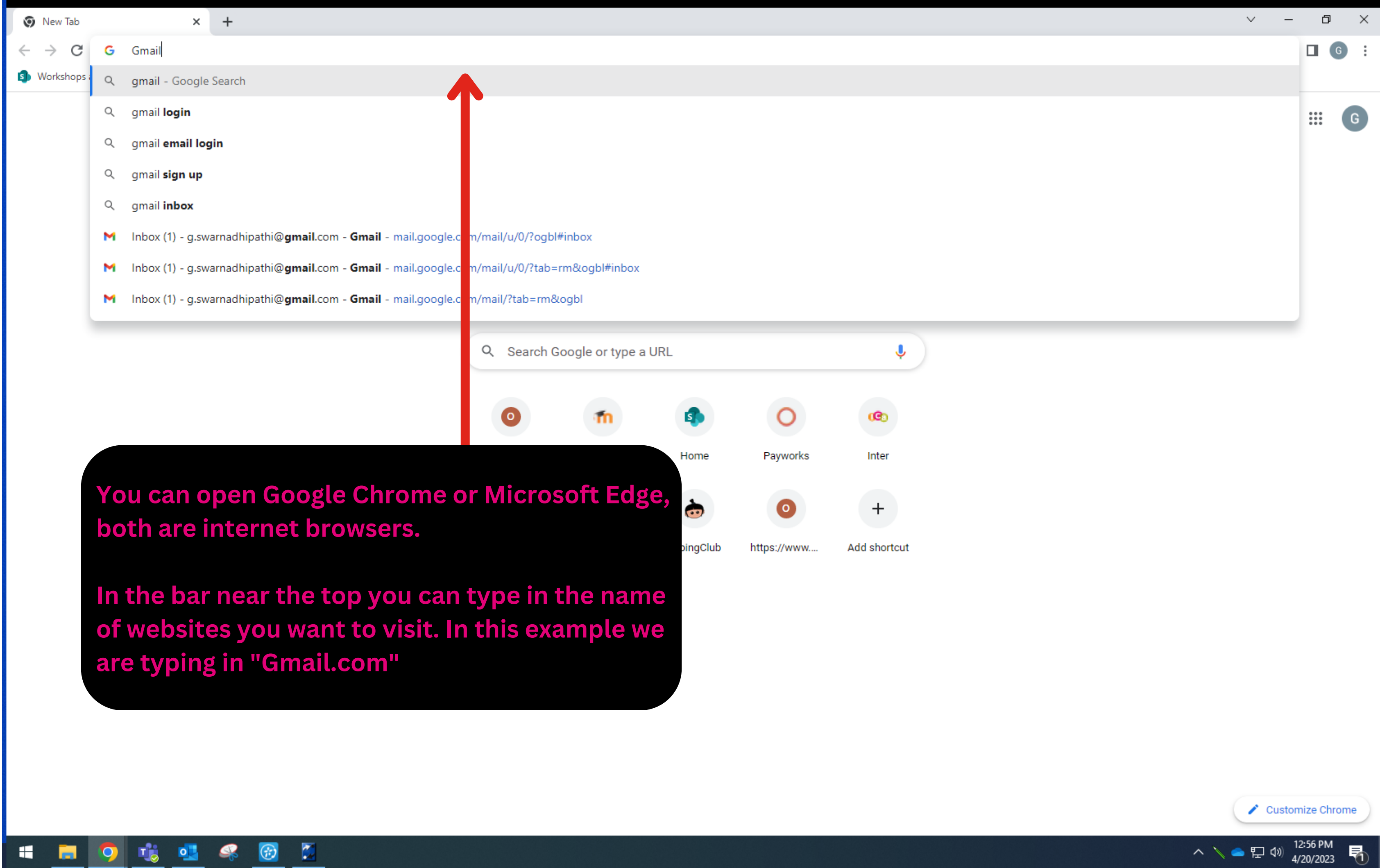


Right Click on a folder (or on a file) to open up this menu. From here you can open the folder, or you can rename it, or cut/copy and paste it somewhere else.

You can also open a folder if you double-click it with the left mouse button.



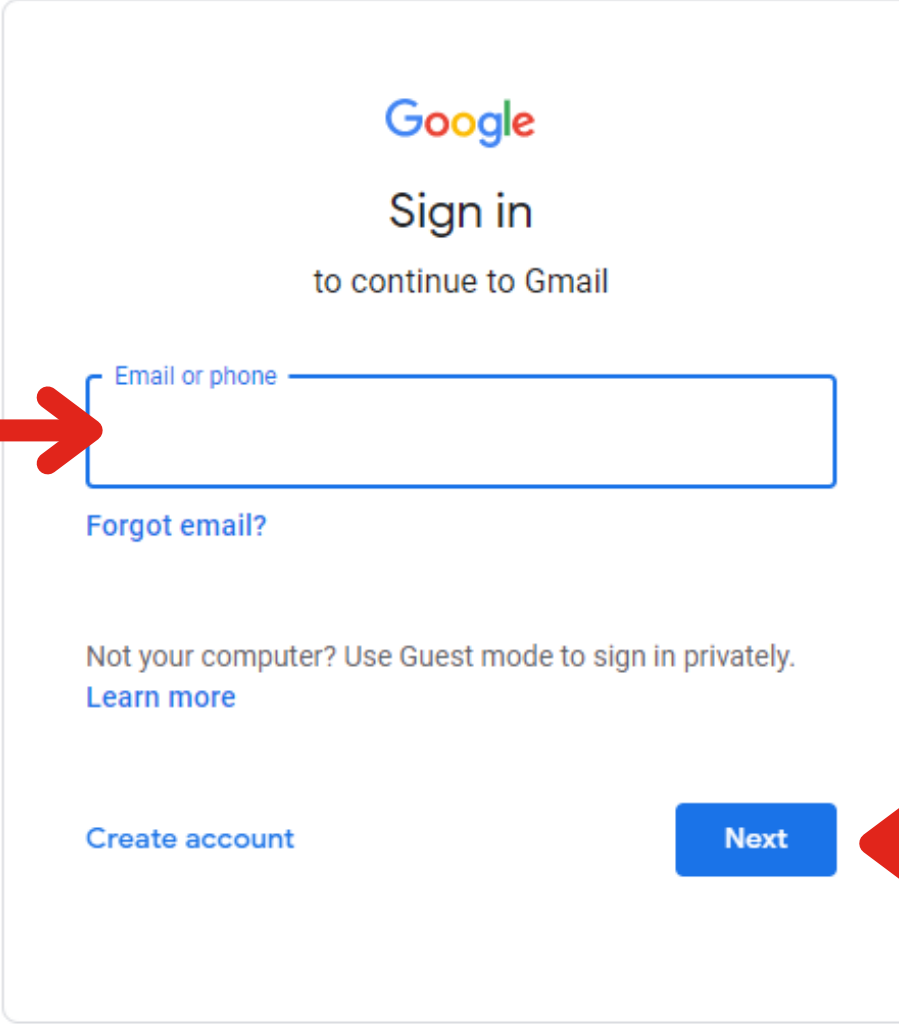




You can open Google Chrome or Microsoft Edge, both are internet browsers.

In the bar near the top you can type in the name of websites you want to visit. In this example we are typing in "Gmail.com"

From this spot you will need to enter your information (your email and your password).



Google  
Sign in  
to continue to Gmail

Email or phone

[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.  
[Learn more](#)

[Create account](#) [Next](#)

English (United States) ▼ Help Privacy Terms

You will need to click this "next" button after you enter your email, and again after you enter your password.

Gmail spo X

sponsorship forms Inbox x

Raynah Mclvor

Glen Swarnadhipathi  
Virus-free. [www.avast.com](https://www.avast.com) On Tue, Mar 28, 2023 at 9:04 PM Raynah Mclvor <raynah.mclvor@gmail.com> wrote:

Glen Swarnadhipathi <g.swarnadhipathi@gmail.com>  
to Raynah

Tue, Mar 28, 9:04 PM

Tue, Mar 28, 9:56 PM

Tue, Mar 28, 10:10 PM

Virus-free. [www.avast.com](https://www.avast.com)

One attachment • Scanned by Gmail

Mclvor, R. 2023 Sept-Dec  
cleasponsorship form.p  
1.2 MB

Download icon

Reply Forward

To download a file that someone emailed to you  
click the arrow that is pointing down.

BE CAREFUL, DO NOT DOWNLOAD A FILE FROM  
SOMEONE YOU DO NOT KNOW.

Gmail spo

sponsorship forms Inbox x

Raynah Mclvor Tue, Mar 28, 9:04 PM

Glen Swarnadhipathi Tue, Mar 28, 9:56 PM

Glen Swarnadhipathi <g.swarnadhipathi@gmail.com> to Raynah Tue, Mar 28, 10:10 PM

Virus-free. [www.avast.com](http://www.avast.com)

One attachment • Scanned by email

Mclvor, R. 2023 Se...

Open  
Open with system viewer  
Always open with system viewer  
Show in folder  
Cancel

After downloading, a bar will open at the bottom of the screen. You can find where your download went by clicking the small arrow next to the file name and selecting "Show in Folder"

This will open the folder that the file is currently in. From here you can copy and paste it to where you want it to be saved.

FileHomeShareView

←→↑↓This PC > Windows (C:) > Users > GSwarnadhipathi.ICAVICTORIA > Downloads

Search Downloads

Quick access

DesktopDocumentsDownloadsPicturesDesktopGlenSwarnadhipathImagesScreenshotsOneDrive - ICA VictorThis PCNetwork

Name	Date modified	Type	Size
Today (1)			
Mclvor,R. 2023 Sept-Dec cleasponsorship...	4/20/2023 1:12 PM	Microsoft Edge P...	1,189 KB
Earlier this week (5)			
Common shortcuts & Exce		Excel W...	81 KB
Gamechanger 2023 - Excel1		Excel W...	81 KB
LINC Class Schedule March		Word D...	20 KB
2023-01-05-SET		Edge P...	141 KB
2022-12-22-SWIS		Edge P...	161 KB
Last week (7)			
LINC Class Schedule March		Word D...	20 KB
LINC Class Schedule March		Word D...	20 KB
Nadiia LINC Form		Edge P...	71 KB
LINC3_studentregistration_I			268 KB
_Stterhead_updated_2022-A		Word Te...	1 KB
_engl-314-mccool_files_201		PowerP...	1,502 KB
Yasir Complaint letter from		Edge P...	329 KB
Earlier this month (3)			
WorkshopsandTraining_Dig		em	109 KB
Session_Search_2023-04-05		Excel 97...	13 KB
Session_Search_2023-04-05		Excel 97...	14 KB
Last month (2)			
ICA logo - colour - vertical			641 KB
EIOBoard-reg		PowerS...	1 KB

Open

Move to OneDrive

7-Zip

Edit with Adobe Acrobat

Combine files in Acrobat...

Share using Adobe Acrobat

Scan with ESET Endpoint Antivirus

Advanced options

Share

Open with

Give access to

Restore previous versions

Send to

Cut

Copy

Create shortcut

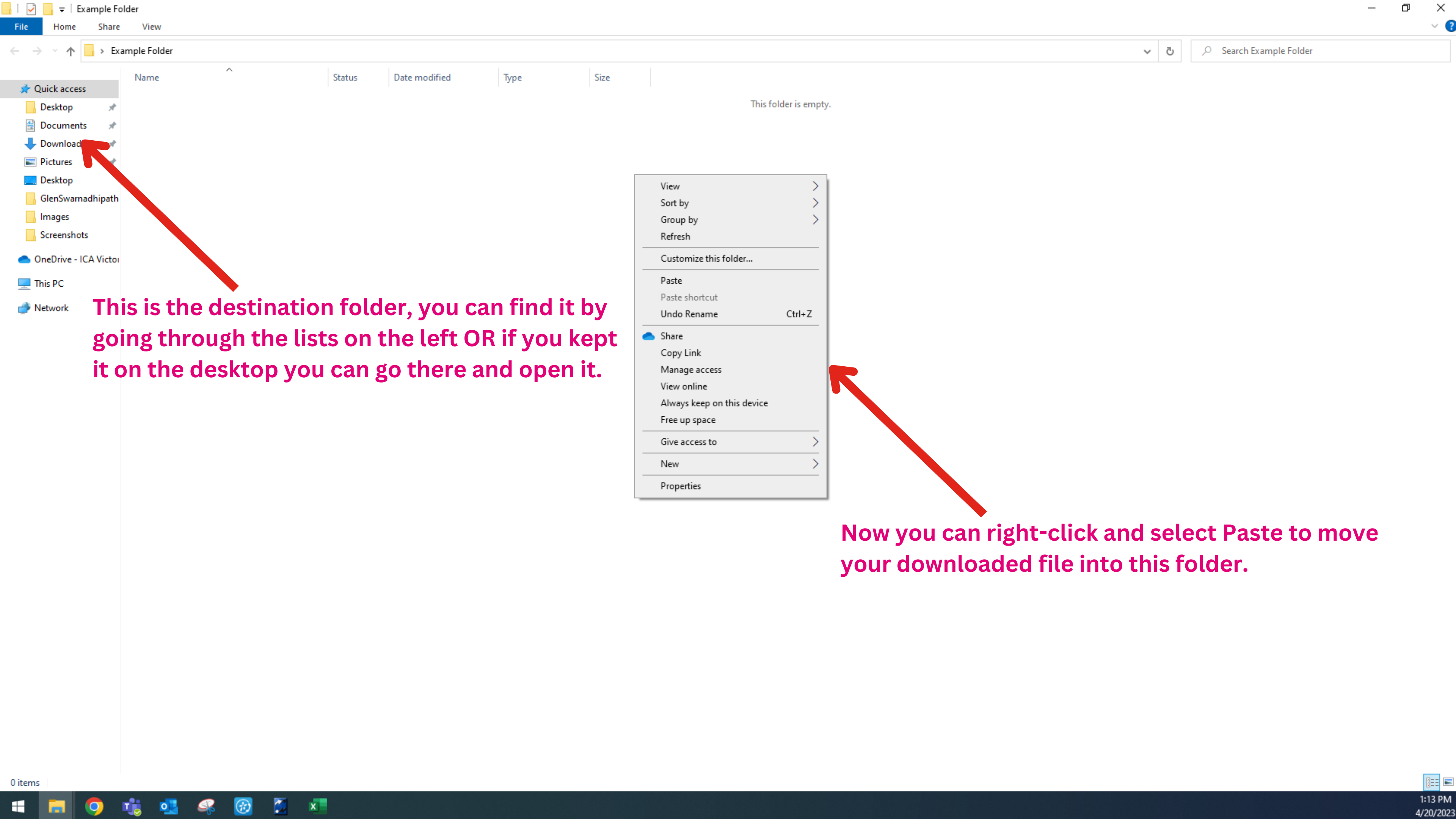
Delete

Rename

Properties

Right Click on the File you want to move and select Cut or Copy.

You can also Rename the file if you want to by clicking "Rename"



This is the destination folder, you can find it by going through the lists on the left OR if you kept it on the desktop you can go there and open it.

Now you can right-click and select Paste to move your downloaded file into this folder.