

CCC Video-1(Steps)

Description: this document contains steps which we have demonstrated in our [CCC Practical -1 Video](#) on how to Create a folder in Windows and add/save a text file in that folder.

Steps

(1) Open My Computer(Double click on 'My Computer' icon on you desktop screen or

From your keyboard click on Windows +E. This will open my computer

(2) Now you should be seeing a list of Drives (like c:\, d:\ etc) on your computer

From that drive select a drive where you want to create folder. In the video i have selected Drive E.

(3) now right click on your mouse which will open a property menu. Here select 'New' Option. Now select 'Folder' Option. This will create a folder on your computer with Name sometime like 'New Folder'. You can rename this folder. I have renamed it to 'CCC Exam'.

(4) Now again right click on your mouse and select 'New' -> 'Text Document' and name it as 'Exam1.txt

(5) now double click on that file and it will open that file in Notepad. now start writing your content into file and then press CTRL + S or click on File-> Save.

(6) this action will save your file.

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