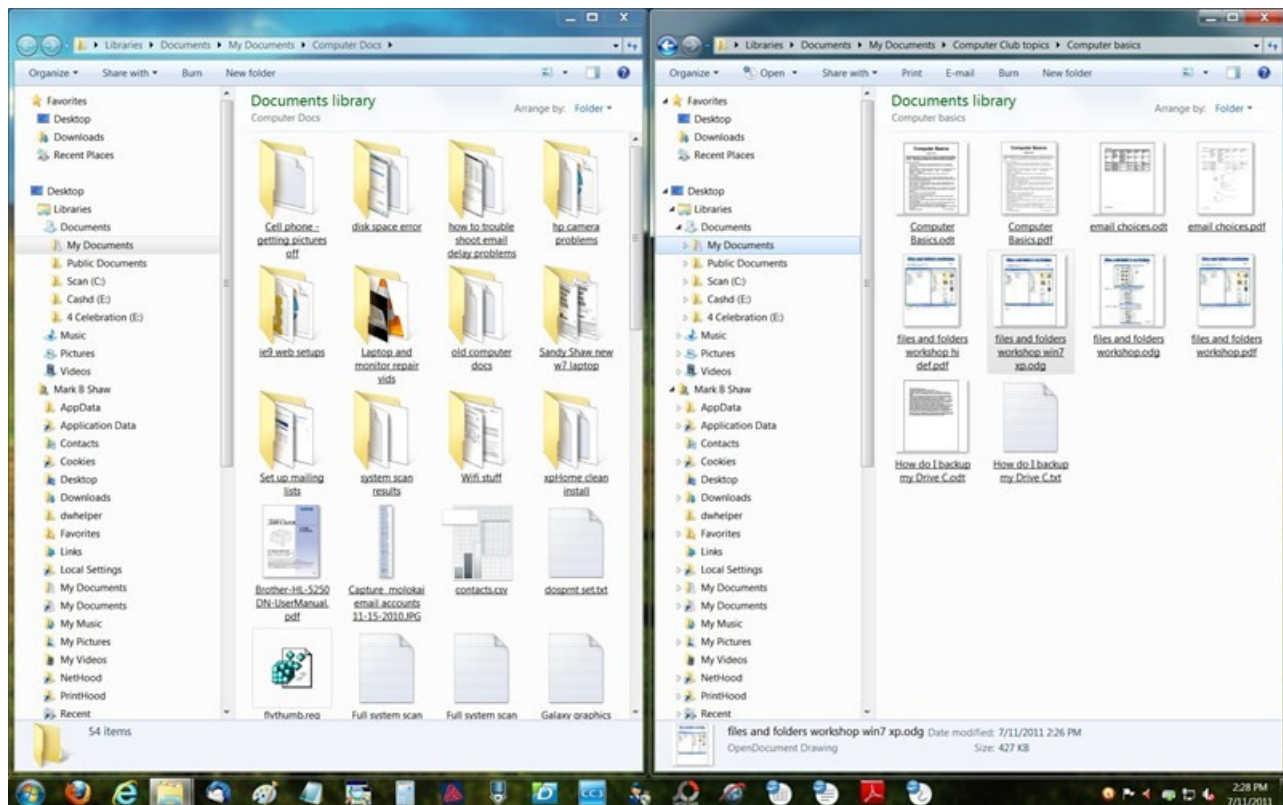# Files and folders workshop Windows 7 and Windows XP

Open two "Explore" windows, place them side by side on your desktop, size as necessary … or size as follows:
Win XP right click taskbar Tile Windows vertically
Win 7 right click taskbar Show windows side by side

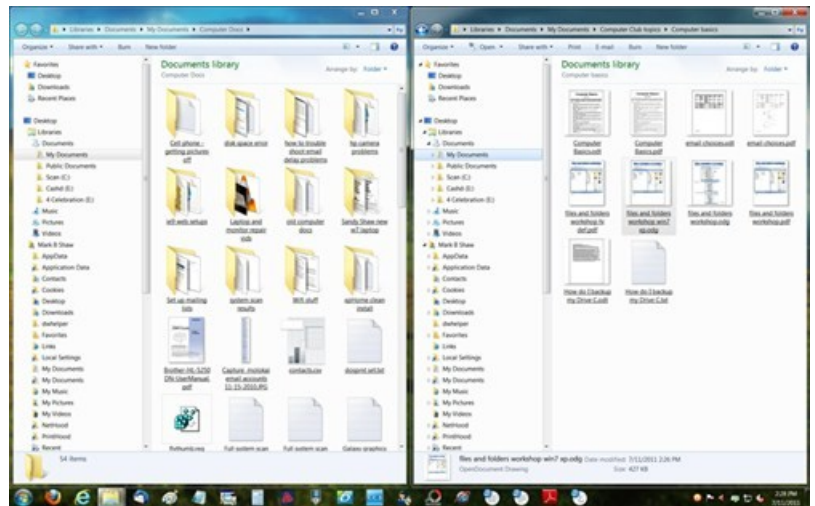Try making a new folder – right click on extreme right pane white space and select New, folder. Type a "name"

Your notes:

Files and folders workshop Windows 7 and Windows XP

Set up left and right windows with different folders by selecting a folder on the left pane of the **right** window … and by selecting a folder on the left pane of the **left** window …

Left window	Right window

| Left pane | Right pane | Left pane | Right pane |

Try dragging one picture, or file, or document at a time from left window – right pane   to right windows right pane

Try "Shift" click select, and drag multiple items
Try "Ctrl" click select, and drag multiple items
Try "Ctrl" click un-select, and drag multiple items

Your notes: