You can create a new folder or file on the desktop, on a named disk drive or in another folder.

From My Computer
• Select the drive or folder in which you want to store the new
folder or file.
• Select File from the menu and then choose New.

From the Start Menu
If you are using Office then:
• Select the New Office Document option from the Start Menu.
• From the dialog box select any type of blank office document or
a pre formatted document.
• Save As, the document to any folder on any drive.

On the Desktop
• Right-click on a blank area of the Desktop.
• From the pop-up menu, select New.
• From the list select either Folder or the file type you wish to
create.