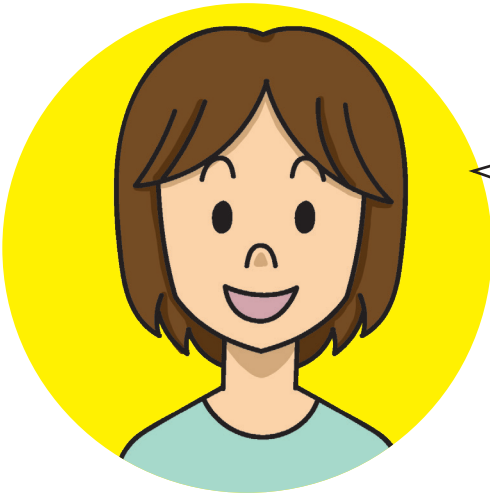




Finding files

If you're having trouble finding files on your Windows desktop computer, File Explorer is a great tool to find what you're looking for and stay organized

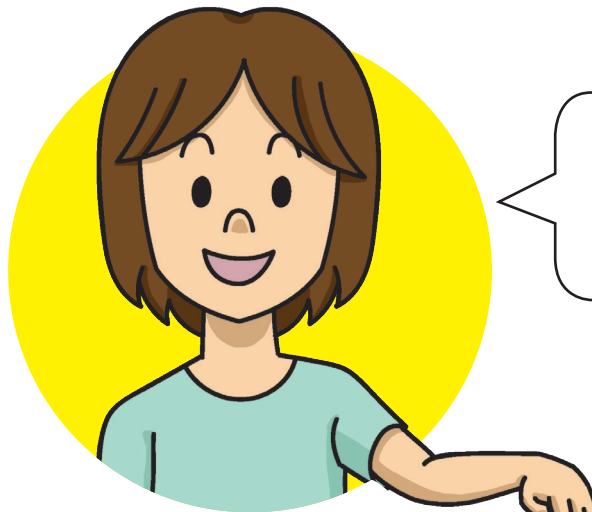
Let's open File Explorer



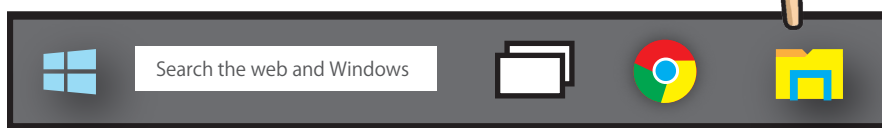
You can view and organize folders and files on your computer by using **File Explorer**. On older computers it might be called **Windows Explorer** instead.

This lesson will help you if you've already created or downloaded files on your computer.

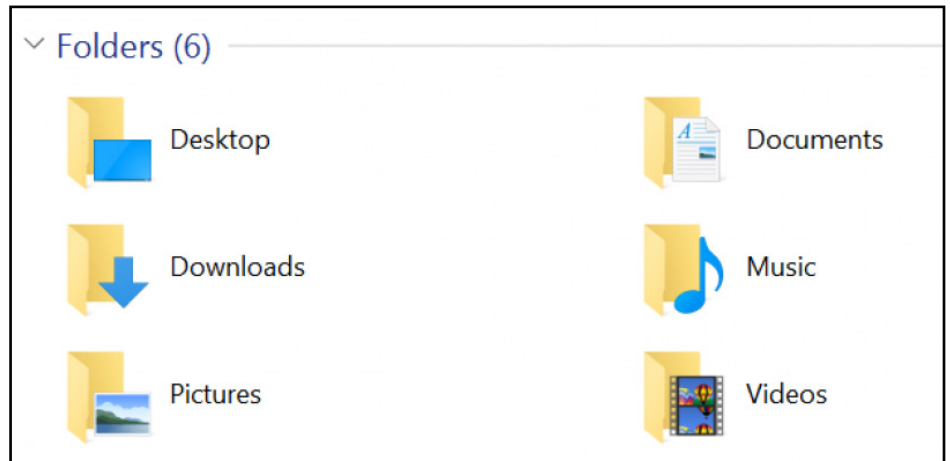
If you don't know how to do this, check out the lesson called [Downloading Files](#) to see how.



You can find File Explorer at the bottom of the screen. Can you click it once to open it?




A window will pop up. You'll see that Windows has created a few folders for you.

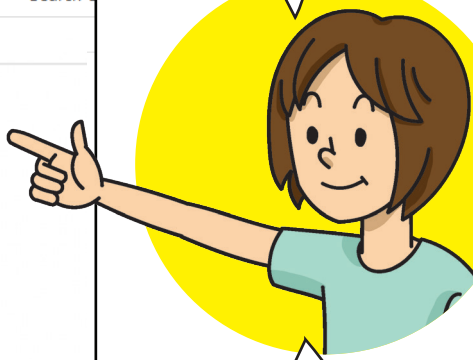
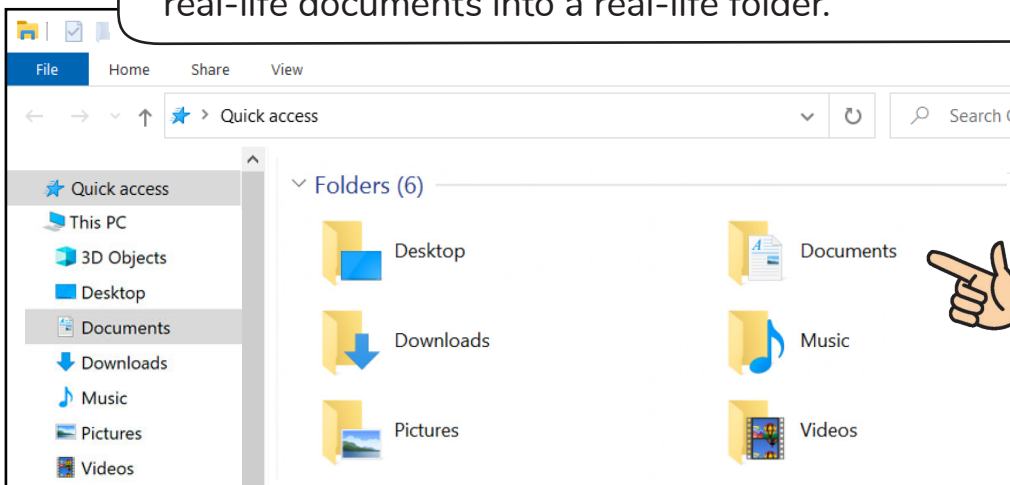


- You can open the **Desktop** folder to see the files that are on your Desktop. Any files you add to this folder will also appear on your Desktop.
- You can open the **Downloads** folder to see files you've downloaded from the internet, such as files you've downloaded using Google Chrome.
- You can open the **Pictures, Documents, Music, or Videos** folders to see the files in those folders. You'll only see files you've saved there.

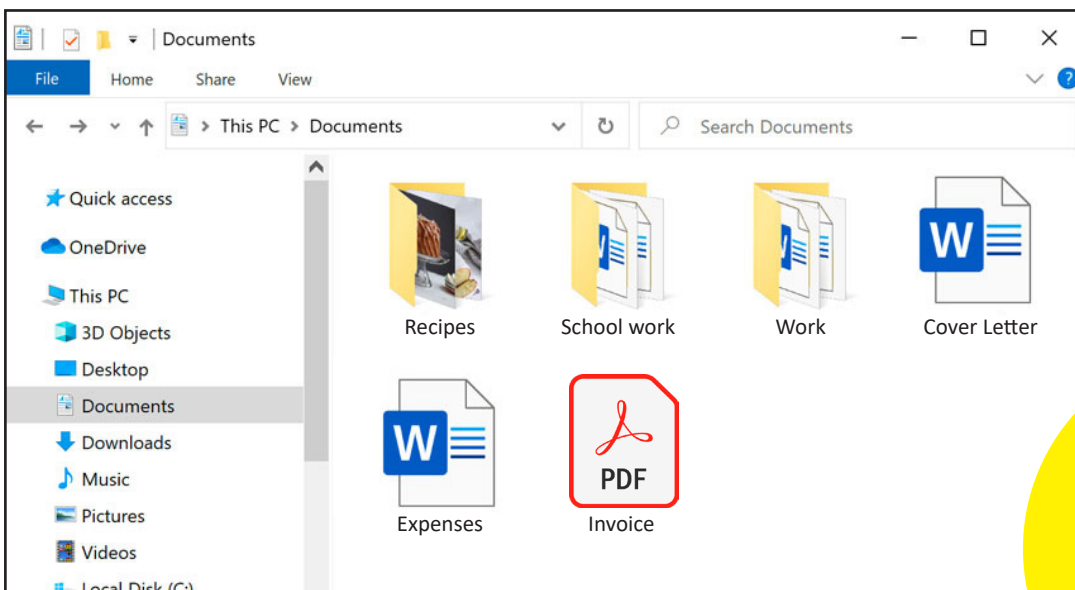
Let's open a folder

Folders help you organize files. You can tell you're looking at a folder if the icon includes a file folder .

You can put computer files into a folder, similar to how you would put real-life documents into a real-life folder.



To open a folder, you'll need to double-click on it. Can you open the **Documents** folder?



You'll see any files you've stored in your Documents folder. If you don't see any files, open a different folder like Downloads or Pictures.

What computer files look like

There are many types of files on your computer. There are photos, documents, videos, and more. Each file type has its own icon. Let's take a look at a few examples.



Some icons show a preview of the file, or a small image of what the file looks like. Other icons will always look the same, like Microsoft Word files.

Microsoft Word files look like a piece of paper with a **W** on the left side.



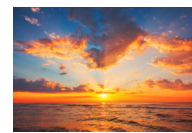
Cover Letter.docx

PDF files show a stylized letter A and the letters PDF across the bottom.



Invoice.pdf

Photo files usually show a small preview of the image.



Sunset.jpg

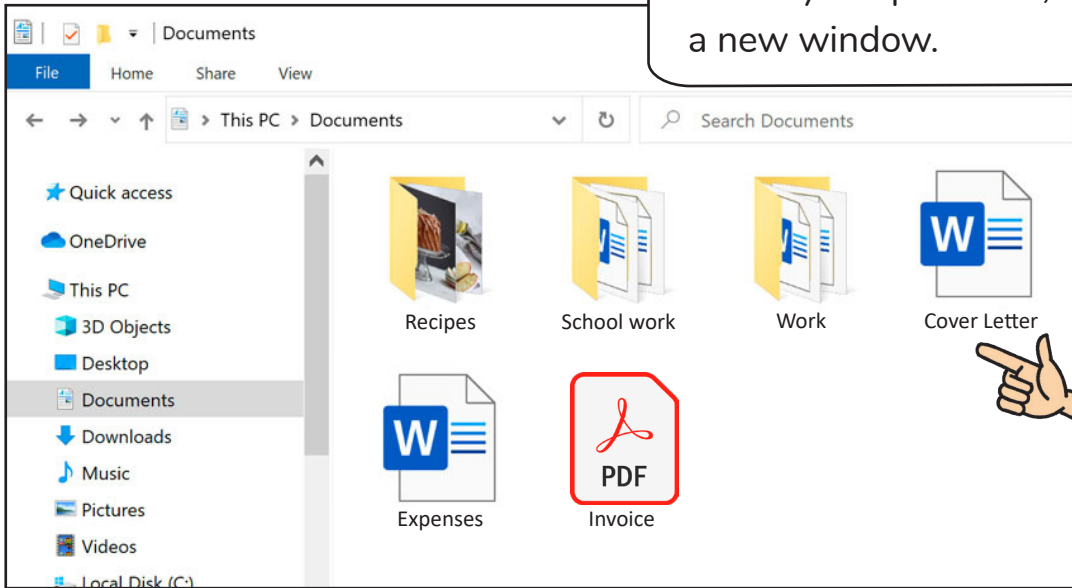
Video files usually show an image previewing the video, and have film strips on the sides.



Video.mp4

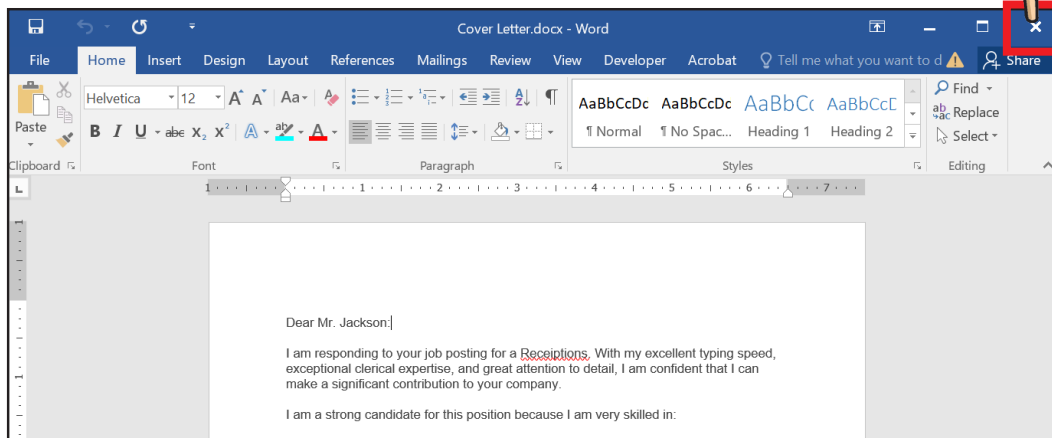
Opening a file

You can open a file to see what's inside it. When you open a file, it will open the file in a new window.

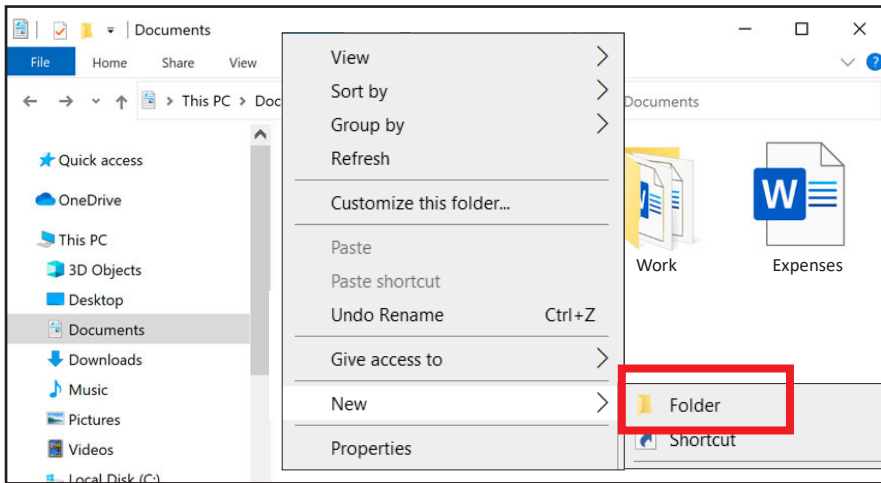


To open a file, you'll need to double-click on it.

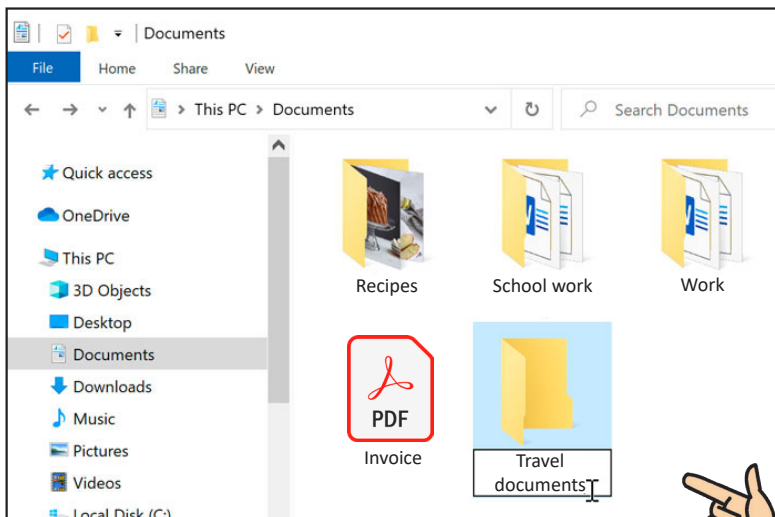
Try opening a file. Then close it by clicking the X in the top right corner.



Creating new folders



To create a new folder, **right-click** on an empty space in the File Explorer. You'll see a pop-up menu. Click **New** and then click **Folder**.



A new folder will appear and you'll be able to give it a name. Here, we're calling our folder **Travel documents**. When you're finished typing the name of your folder, press **enter**.



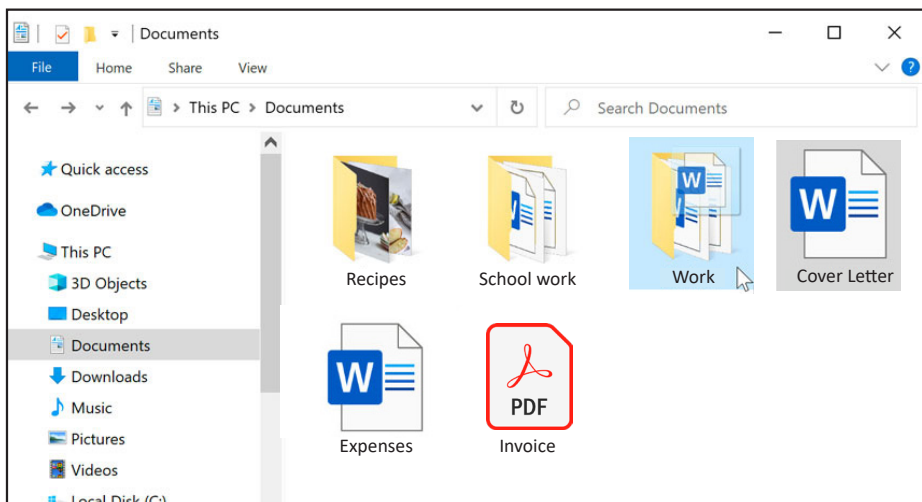
Once you've made a new folder, you can move files to it.

You can create new folders almost anywhere in File Explorer, like inside your Desktop or Pictures folders.

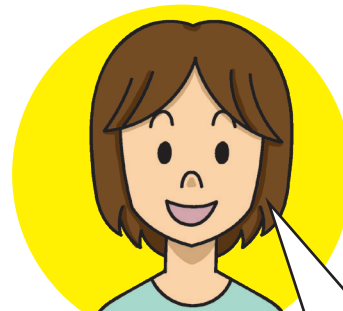
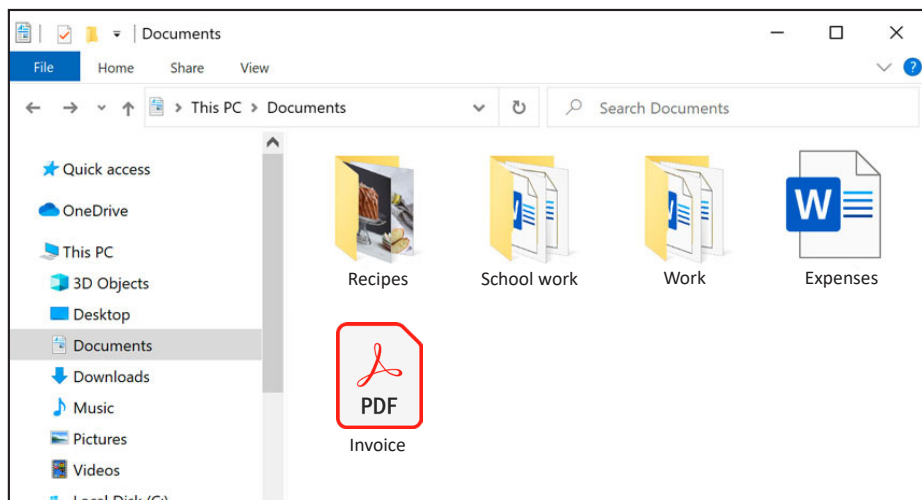
Moving files to a folder

To help keep your files organized, you can move a file to a folder. Here, we are going to move the **Cover Letter** file to the **Work** folder.

To move a file, click and drag it on top of a folder and then let go of the mouse.



When you **click and drag** a file, you click on a file and hold down the mouse click, while moving the mouse.



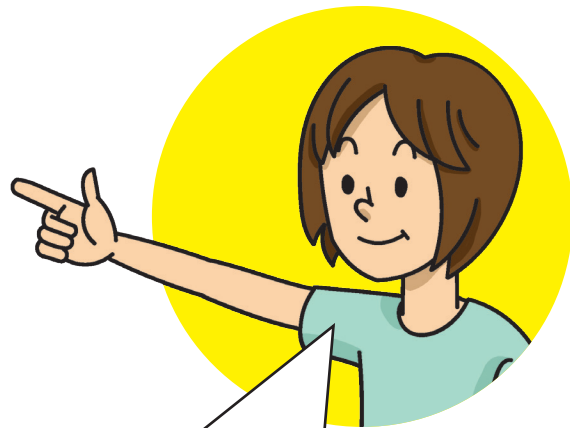
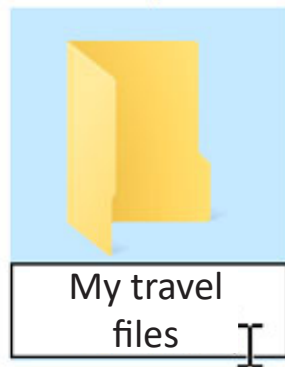
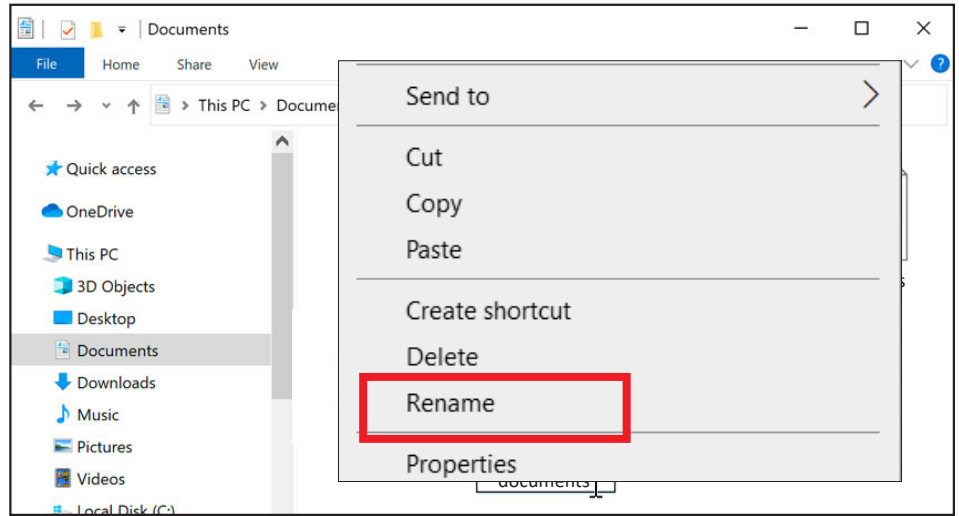
The **Cover Letter** file is now in the **Work** folder. You can double-click on the **Work** folder to see the **Cover Letter** file.

You can use this same technique to move a folder into another folder. For example, you can move the **School work** folder into the **Work** folder. When you move a folder, you'll also move all the files that are in that folder.

Rename a file or folder



You can change the name of any file or folder. To do this, **right-click** on a file or folder. In the pop-up menu, click **Rename**.



Now you'll be able to type any name you'd like. For example, we can change the name of the **Travel documents** folder to **My travel files**.

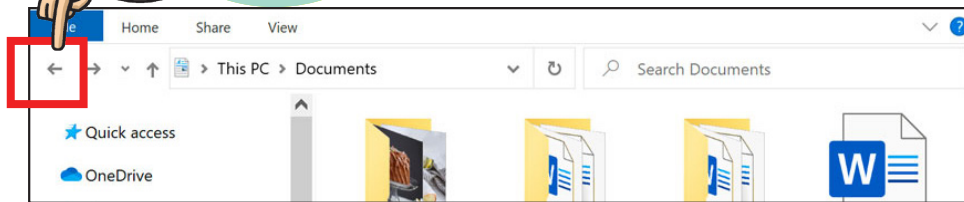
When you're finished typing a new name, press **enter**.

Navigating File Explorer

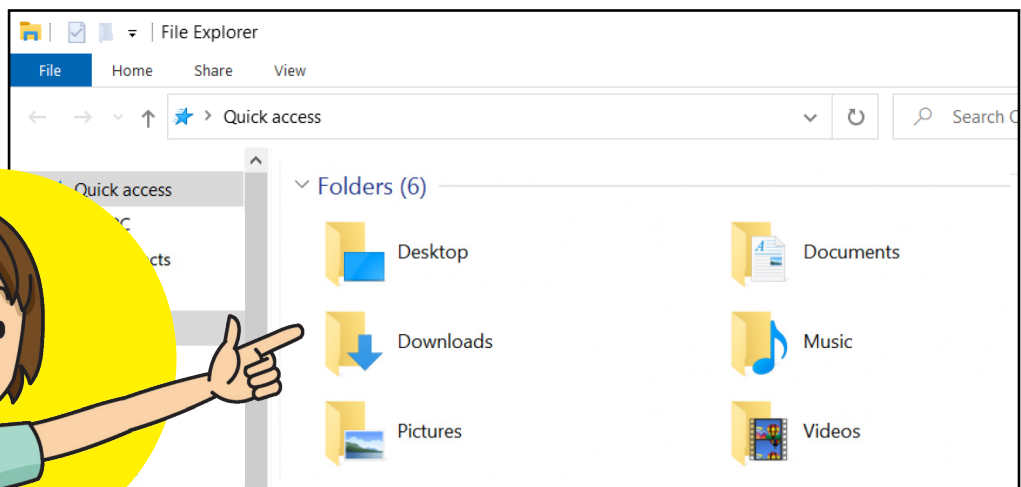
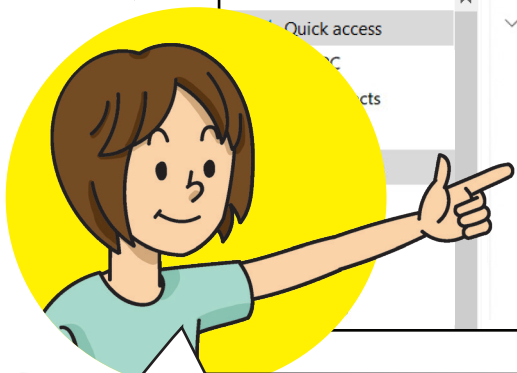


There's a back button in File Explorer. If you want to go back to the folder you were in before, you can click on the back arrow.

Try clicking on the **back** arrow.

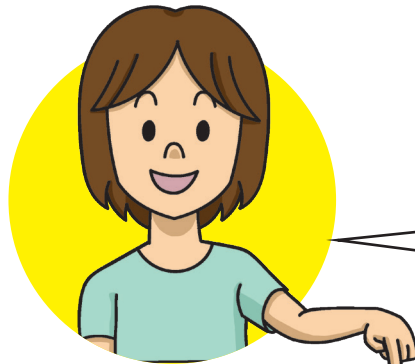


This will bring you back to the File Explorer home page.



To open a folder, you'll need to double-click on it. Can you open the **Downloads** folder?

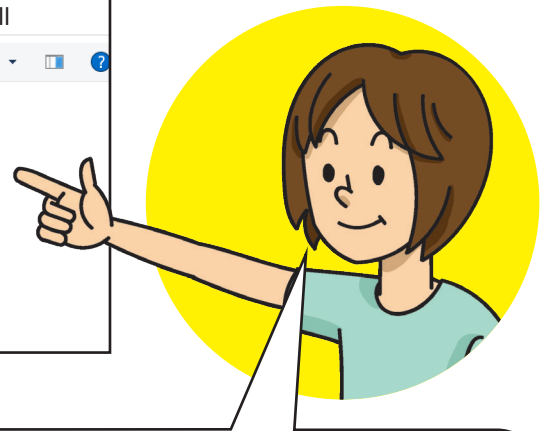
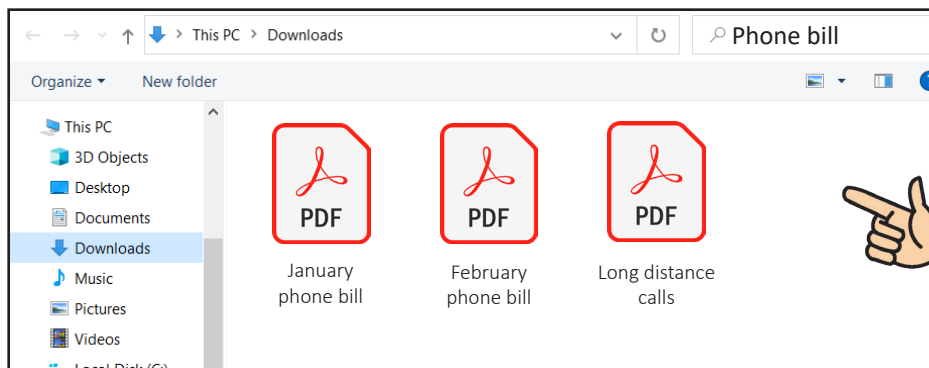
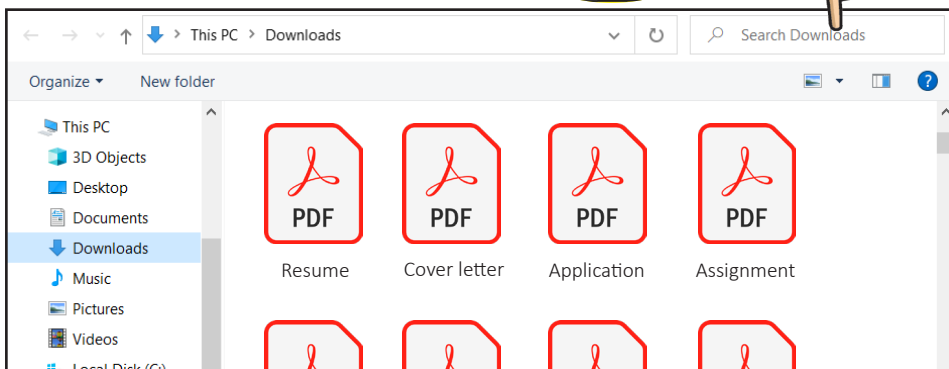
Searching for files or folders



If a folder has a lot of files and it's hard to find the one you want, you can use the search box to look for it.

Click on the search box and type the name of the file. Then press

enter.



For example, if you searched for “Phone bill,” you’ll see any files in this folder that contain the words “Phone bill.”

You might have a file named “January phone bill” and another named “February phone bill.” All of the files with “Phone bill” in their name will appear in your search results.

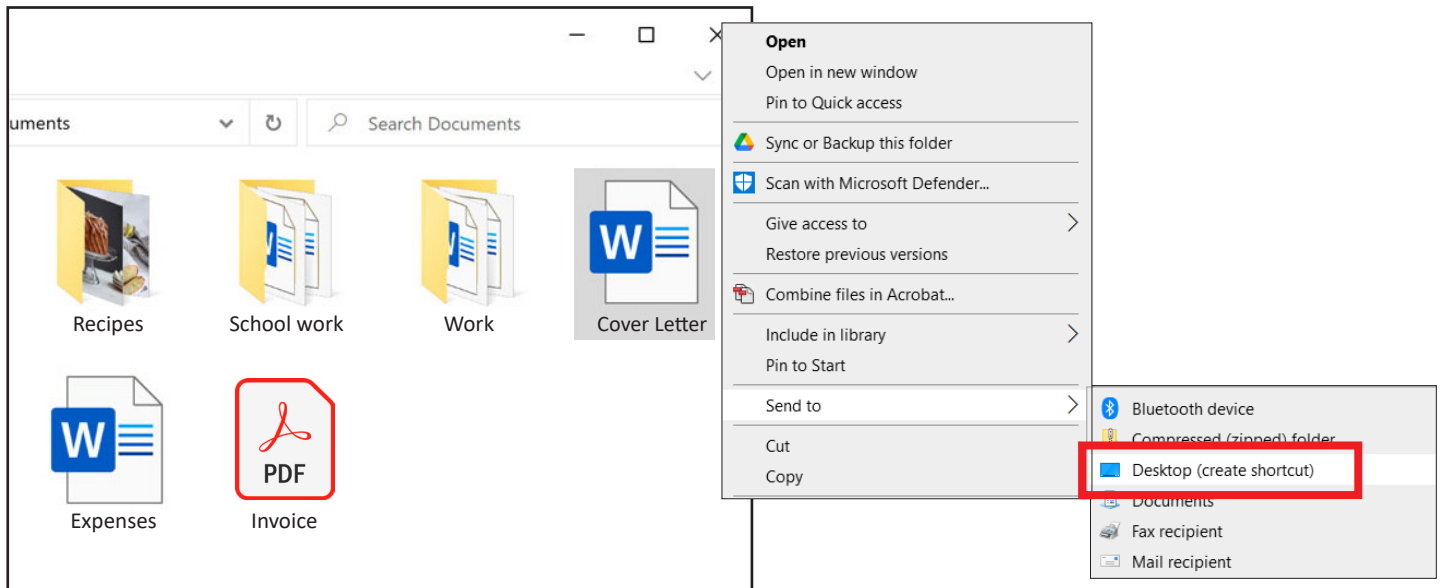
You might also have a file named “Long distance calls” that has the words “Phone bill” in its content. This file will also appear in your search results.

Creating a shortcut

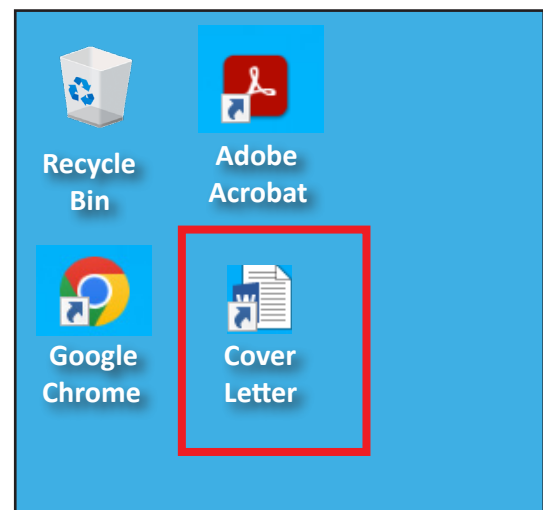


If you have a file or folder you use often, you can save time by creating a **shortcut** to it on the Desktop.

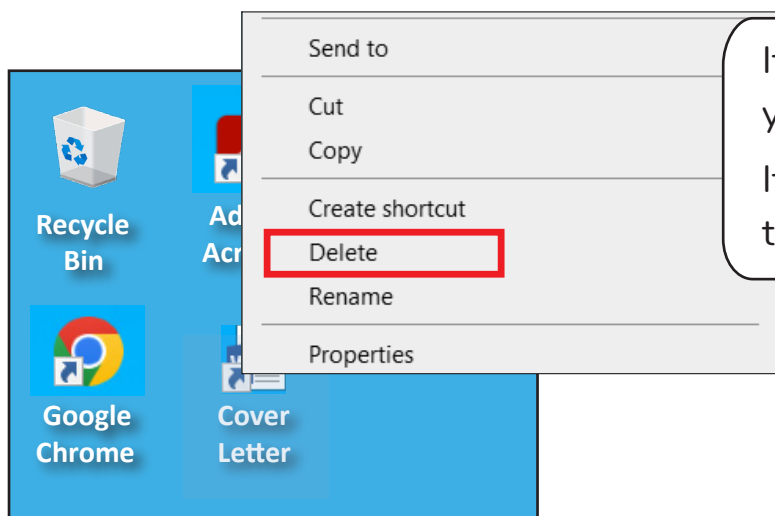
Right-click on a file or folder to open the pop-up menu. Click **Send to** and then click **Desktop (create shortcut)**.



You'll see the shortcut you created on your Desktop. Shortcut icons contain an arrow on the bottom left.

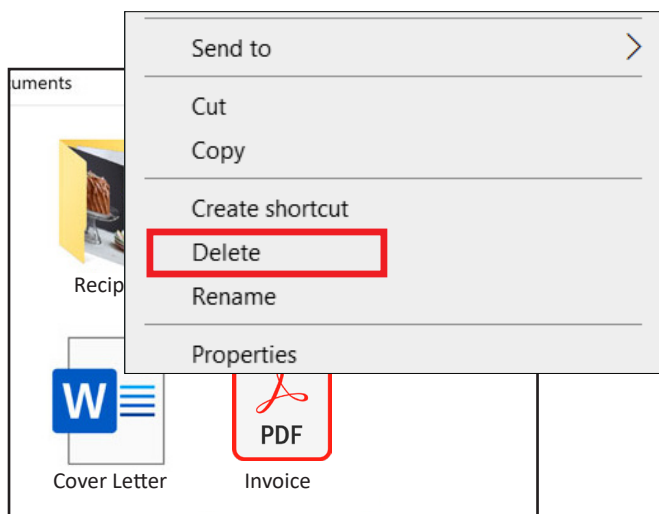
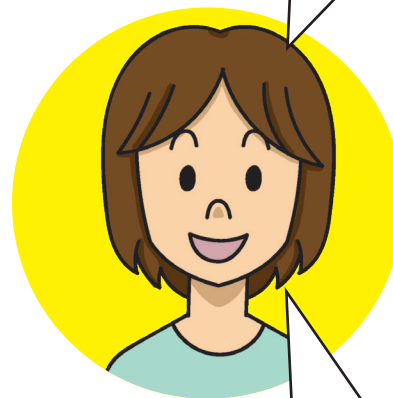


Deleting a file or folder



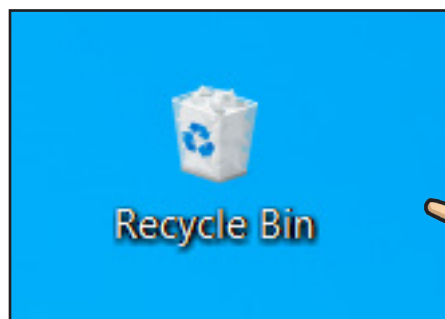
If you no longer want a file or folder, you can delete it.

If you delete a folder, you delete all the files inside it.

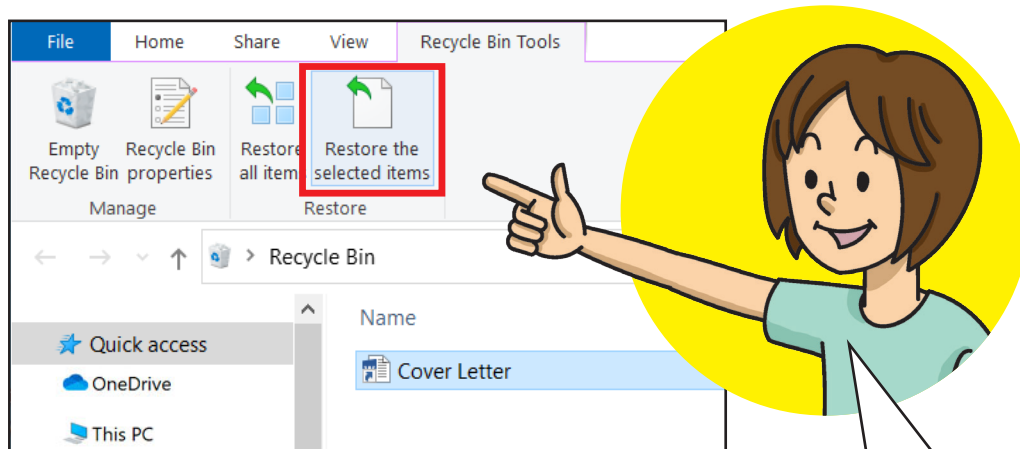


To delete a file or folder, **right-click** on it to open the pop-up menu. Then click **Delete**.

When you delete a file or folder, it'll go to the Recycle Bin folder.

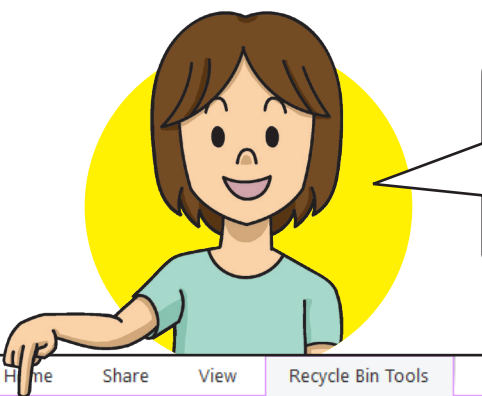


You can find the Recycle Bin on the Desktop. To open the **Recycle Bin**, double-click on it.

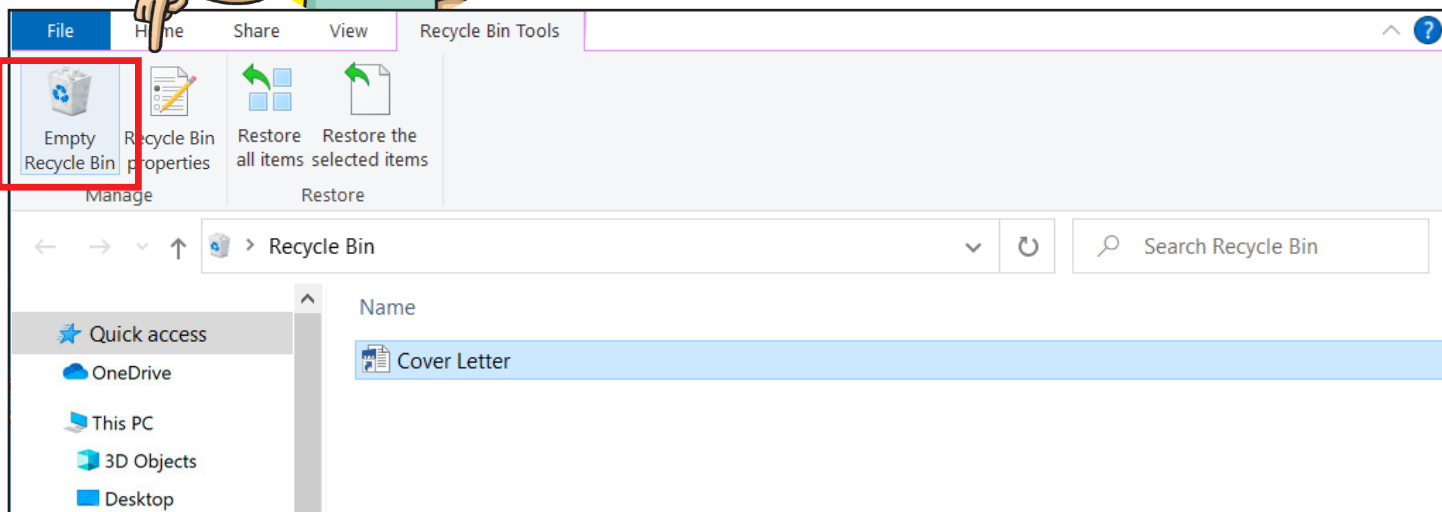


If you made a mistake and you don't want to delete a file or folder, you can bring the file back to its original location. You can do this by clicking on the file or folder and then clicking **Restore the selected items**.

If you delete a shortcut, you're not deleting the original file or folder. If you want to delete the original file or folder, you'll need to find it in File Explorer and delete it.



To permanently delete everything that's in your Recycle Bin, click **Empty Recycle Bin**. When you empty the Recycle Bin, you won't be able to recover those files or folders.

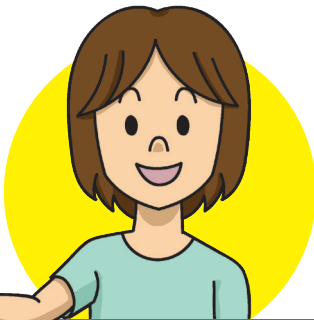


Review



Did everything make sense?
Is there anything you want to try again?

Now let's see what you've learned.



Do you think you can do these things by yourself?

Can you....	Yes	Not Yet
Open a file or folder	<input type="checkbox"/>	<input type="checkbox"/>
Move a file to a folder	<input type="checkbox"/>	<input type="checkbox"/>
Create a new folder	<input type="checkbox"/>	<input type="checkbox"/>
Rename a file or folder	<input type="checkbox"/>	<input type="checkbox"/>
Search for files or folders	<input type="checkbox"/>	<input type="checkbox"/>
Create a shortcut	<input type="checkbox"/>	<input type="checkbox"/>
Delete a file or folder	<input type="checkbox"/>	<input type="checkbox"/>

What do you want to do next?



Refresh,
let's go over this lesson again



I understand it all,
let's go to the next lesson