


Lesson 19



FILE MANAGER Starting Windows Explorer

Like map, Windows Explorer shows the location of every folder and file on your computer.


FOR WINDOWS 7 USERS:

1. Move the mouse  over the **Windows Explorer program icon** in the taskbar.

Windows Explorer window appears.

2. To enlarge the window to fill your screen, move the mouse  over  and then press the left button.


This area displays the organization of the folders on your computer.

3. To display the contents of a folder, move the mouse  over the name of the folder (example: **Local Disk (F:)**) and then press the left button.





FOR WINDOWS 8 USERS:


Starting File Explorer

1. Move the mouse  to the bottom left corner of your screen / desktop. Click the Start button when it appears.
2. Type **file explorer** on the search box as shown.
3. Click **File Explorer**.

The Windows Explorer window appears.

4. To enlarge the window in order to fill your screen, move the mouse  over  and then press the left button/click.

This area displays the organization of the folders on your computer.

5. To display the contents of a folder, move the mouse  over the name of the folder (example: **Program Files**) and then press the left

This area displays the contents of the folder you selected.

