

Managing Files

Finding Files

Left-click on **Start** on the **Taskbar**.

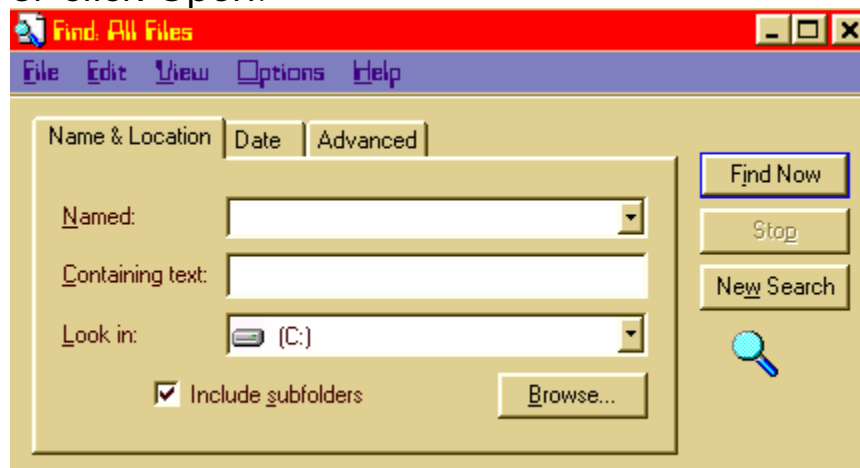
Select **Find**.

Click on **Files and Folders**.

Type in the name of the file you want to search for.

Click on **Find Now**.

Once the file is found, you can open it by double-clicking on its icon or click Open.



Documents

This command on the **Start menu** contains the most recent ten to fifteen documents that you have opened in your computer, as a quick way to access them.

Copying Files

Right-click on your desktop. On the pop-up menu, choose **Explore** by left-clicking on it.

Click on the file to be copied and drag it to the drive or folder where you want it. When you release the mouse button, the file will be in its new destination.

Copying or Deleting Multiple Files

To copy or delete multiple files, click on the first file and then HOLD DOWN THE SHIFT KEY while clicking on other files. After the last file has been selected, release the Shift key. All of the files selected should be highlighted, indicating they are selected. You can then copy or delete.

Deleting Files

Right-click on the **Start button** and open **Explore**.

Find the file you wish to delete.

Click on the file icon and HOLD down the mouse button to drag the icon to the **Recycle bin**. When you release the mouse button, the recycle bin changes colors, indicating your file has been dumped.

You can empty the **Recycle bin** by right-clicking on the **Recycle bin**. Select **Empty Recycle Bin**.

Run

The **Run Command** is used to install new software.

1. Click **Start** on the **taskbar**.
2. Move your pointer to **Run** and click.

For software on a CD Rom, type

E:\setup

3. Click **OK**.