

1. Opening Windows Explorer

At the end of this lesson you will be able to demonstrate how to open Windows Explorer by selecting Start > All Programs > Windows Explorer. Windows Explorer is a file management application. It organises the files and folders on your computer in a way that is logical and easy to manage. There are different ways to open Windows Explorer. Here are three different methods:

Method 1

To open Windows Explorer, click > **Start > All Programs > Accessories > Windows Explorer**

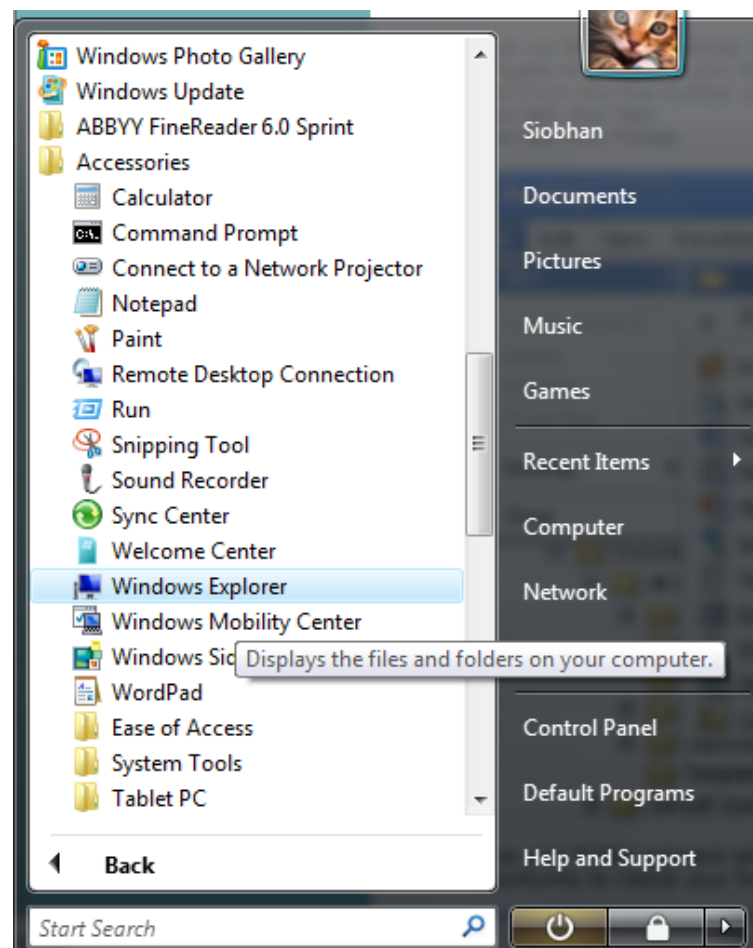


Figure 1.1 Opening Windows Explorer method 1.

The screen that opens up is your Windows Explorer interface.

Method 2

Right click on Start button and click **Explore**

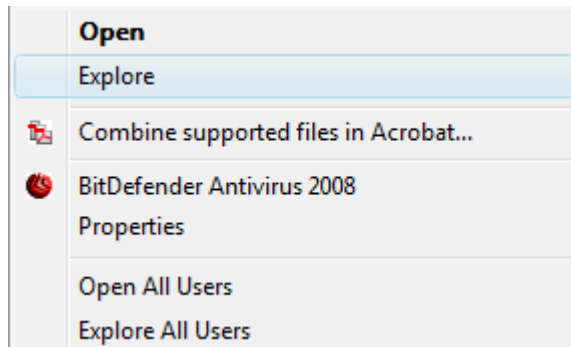


Figure 1.2 Opening Windows Explorer method 2.

Method 3

Click on the start button and type **W** into the 'Start Search' text field.

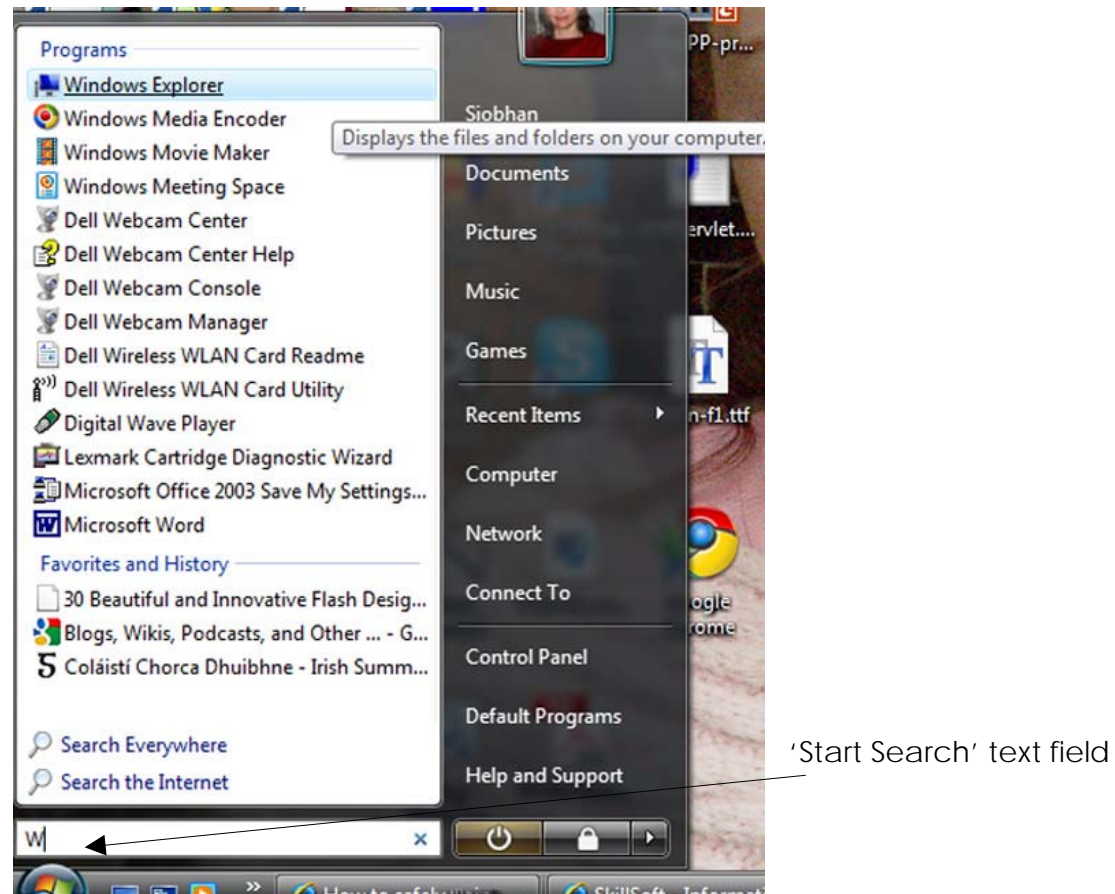


Figure 1.3 Opening Windows Explorer method 3

Review all three methods and use the method you prefer to open Windows Explorer.

In the next lesson we will be using Windows Explorer to navigate through your folders.