

## *Managing Files on your Computer*

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In the Window's environment, you can locate and manage your files and folders in either "Explorer" or "My Computer".

- **Windows Explorer** is the comprehensive tool that you will use to locate and use files and folders located on your computer hard drive and external storage devices.
- **My Computer** gives access to, and information about, the disk drives, cameras, scanners, and other hardware connected to your computer.

My Computer is better at viewing one directory or window at a time. Explorer is a good choice when you want to view or reorganize multiple files found in different locations.

### **To access "Windows Explorer":**

1. Right Click the "Start" menu
2. Choose "Explore" from the option menu

### **To open "My Computer":**

1. Left click the "Start Menu"
2. Choose "My Computer"