

Features Summary

Feature	Button/Icon	Action
Computer window		Click Start button, click <i>Computer</i> .
Control Panel window		Click Start button, click <i>Control Panel</i> .
copy selected files/folders		At Computer or Documents library window, select files/folders to be copied, right-click in selected group, click <i>Copy</i> , navigate to destination folder, right-click in Content pane, click <i>Paste</i> .
create new folder		At Computer or Documents library window, right-click, point to <i>New</i> , click <i>Folder</i> .
delete selected files/folders		At Computer or Documents library window, select files to be deleted, press Delete key, click Yes.
folder options		Click Organize button, click <i>Folder and search options</i> .
move selected files/folders		At Computer or Documents library window, select files/folders to be moved, right-click in selected group, click <i>Cut</i> , navigate to destination folder, right-click in Content pane, click <i>Paste</i> .
Recycle Bin		Double-click <i>Recycle Bin</i> icon.
rename file/folder		At Computer or Documents library window, right-click file or folder, click <i>Rename</i> , type new name, press Enter.
restore files/folders from Recycle Bin		At Recycle Bin, select desired files/folders, click <i>Restore this item</i> button in toolbar.
search for programs or documents		Click Start button, type search criterion in <i>Search programs and files</i> text box; or, open Computer or Documents library window, type search criterion in Search text box.
select adjacent files/folders		Click first file/folder, hold down Shift key, click last file/folder.
select nonadjacent files/folders		Click first file/folder, hold down Ctrl key, click any other files/folders.