Using a PC Windows 10
Files and Folders

In today's example, Celine is using applications within a Windows 10 computer to learn how to manage files and folders.
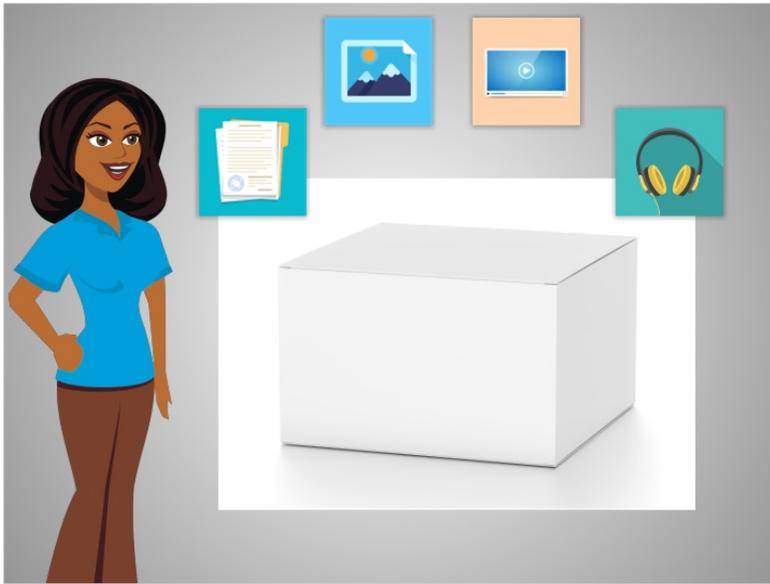
A file of package of information. Applications are software or tools that allow you to do things on the computer with the file. Some applications allow you to work on text documents, and others allow you to do things like edit pictures, watch videos, listen to music or access the internet.
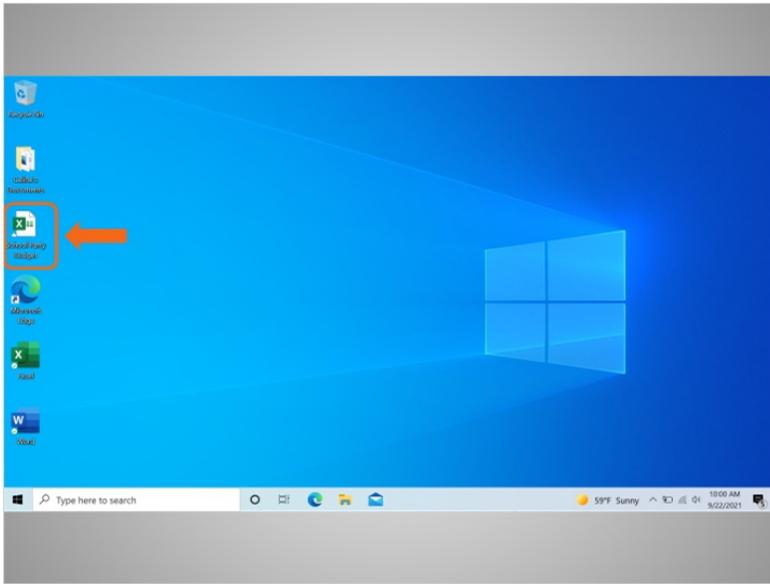
There are several ways you can open a file. Celine can open files from the desktop …
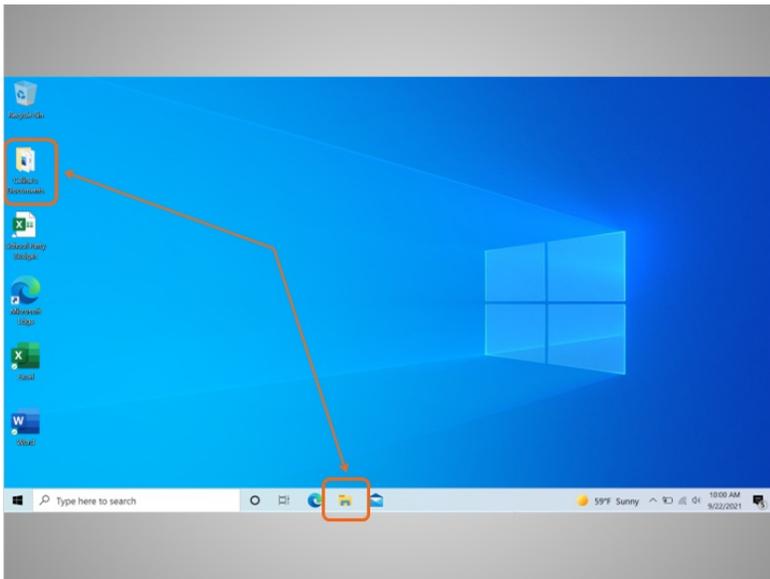
… from folders …
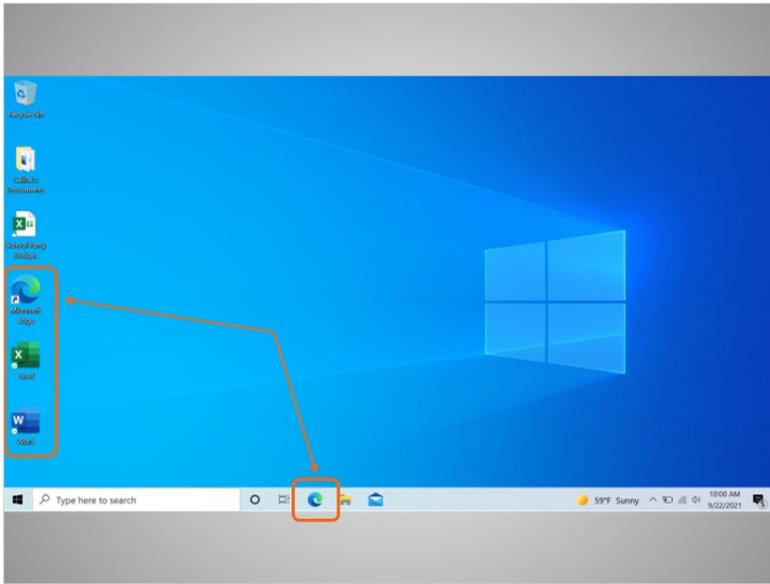
… from other shortcuts on the computer, …
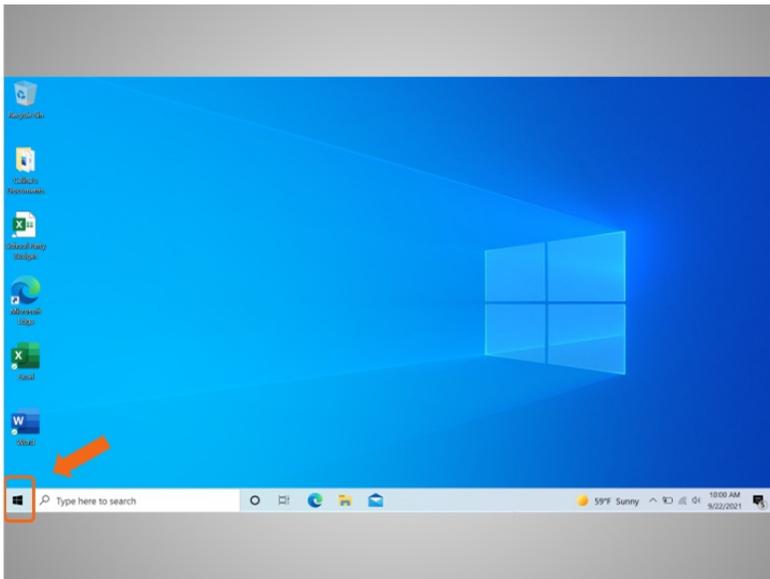
… or from the start menu.
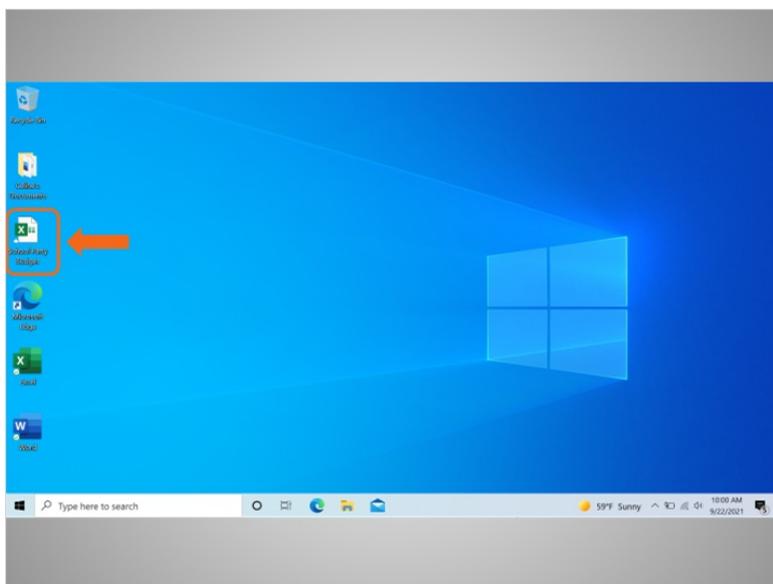
Any time you open a file, it will open inside a related software application. In today's example, Celine is going to open a budget file in Microsoft Excel, since that was the application that was used to create it.

Double click the file icon
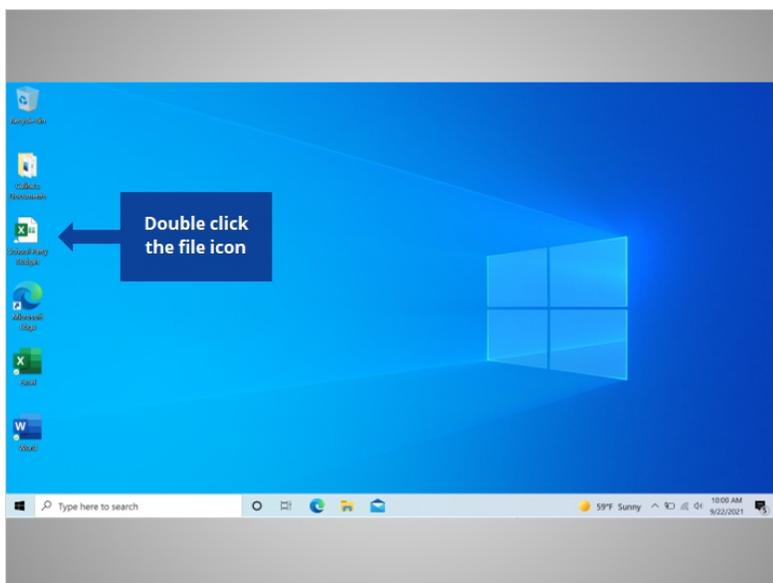
Would you help Celine open the School Party Budget file by double clicking on the icon?
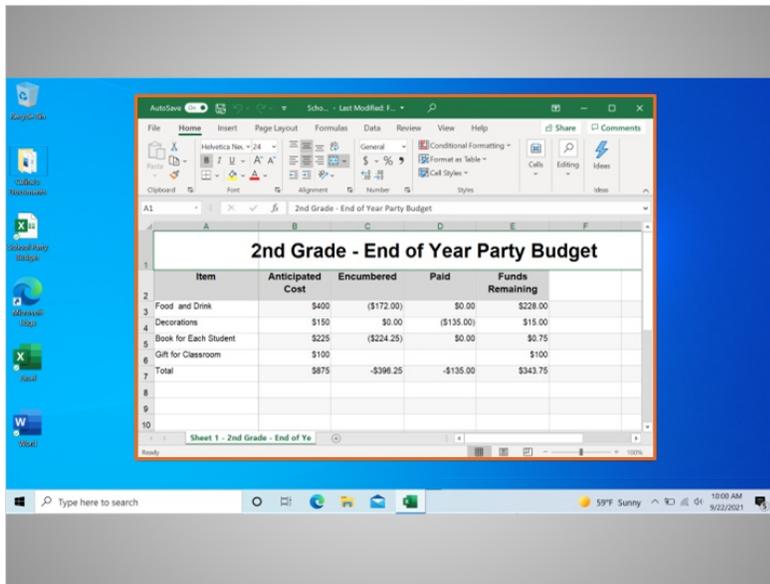
Good job! The School Party Budget file has opened.
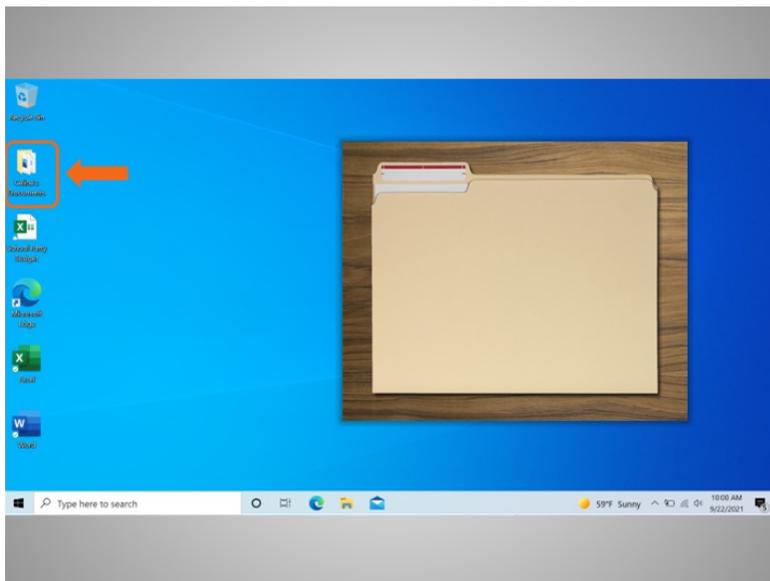
A folder provides a method for storing and organizing files, just like the folders you'd find on a physical desk.
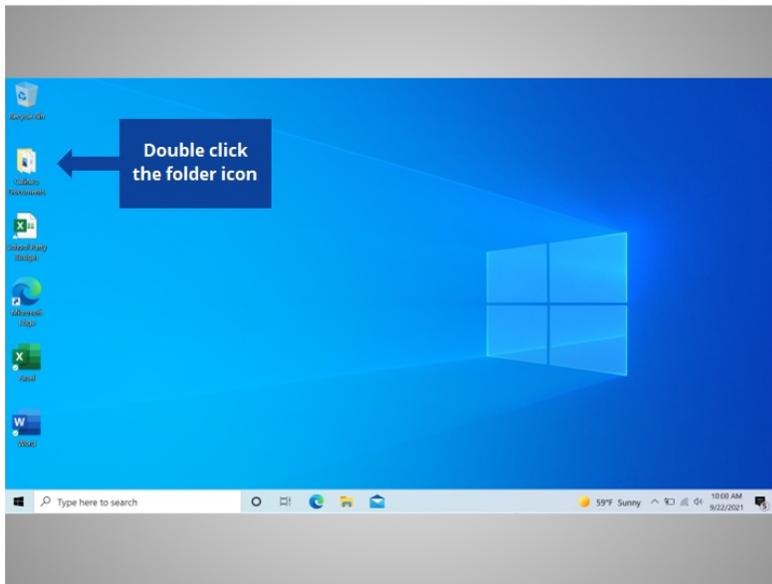
When Celine double-clicks a folder, it will open the folder and show her the files inside. Would you give it a try? Double-click on the folder to open it.
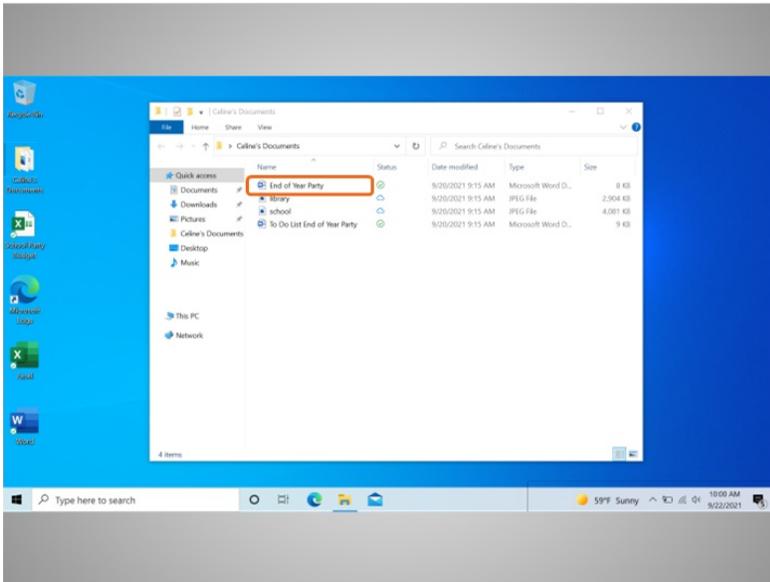
Nice work! Double-clicking the folder on the desktop will open a window that shows the files in that folder, just as opening a paper folder allows you to sort through the documents in that folder.

Celine wants to open the End of Year Party document, so she double clicks the file…
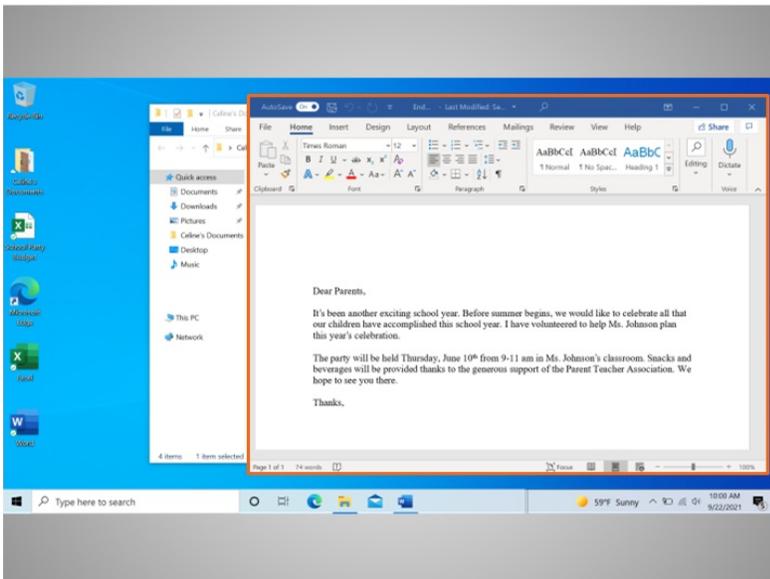
…and the file opens!
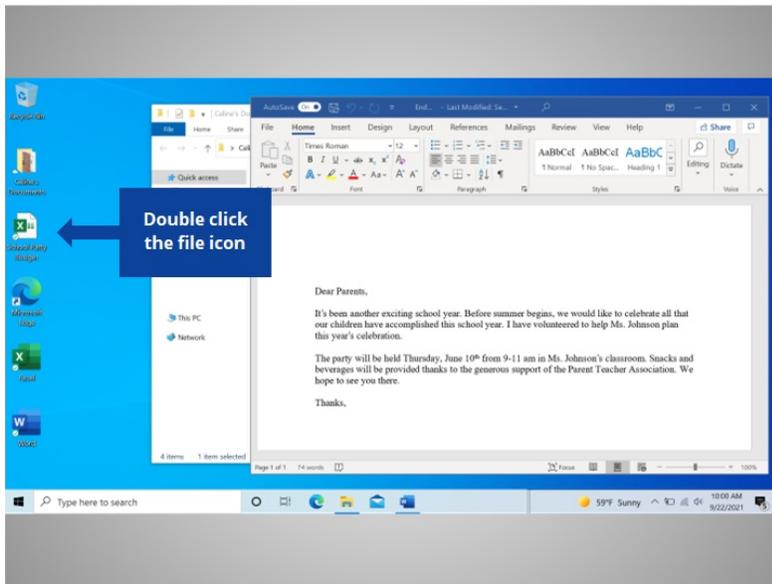
Celine now wants to open another file that is on her desktop. Will you help Celine open the file called "School Party budget" by double-clicking on it?
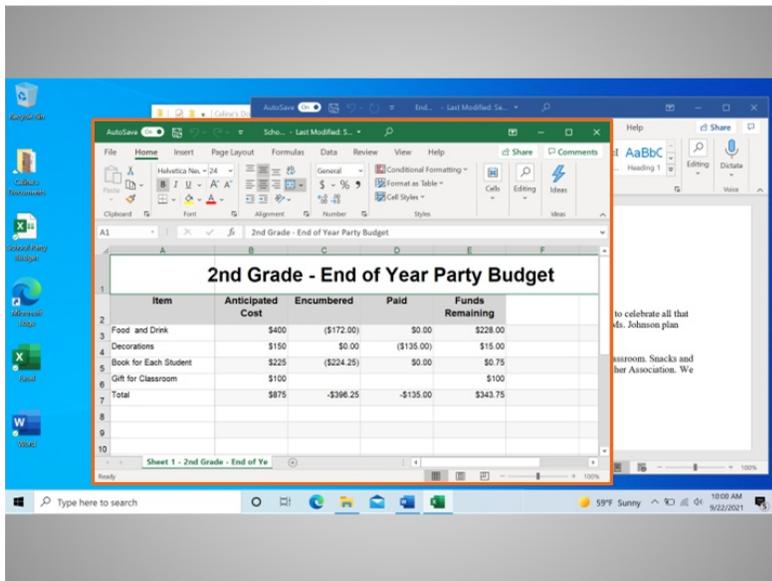
Good job!

In this lesson, Celine learned how to find and open files and folders on the computer.

In the next lesson Celine will learn how to use an application window including how to make a window bigger and smaller, how to move a window, how to scroll, and more.