

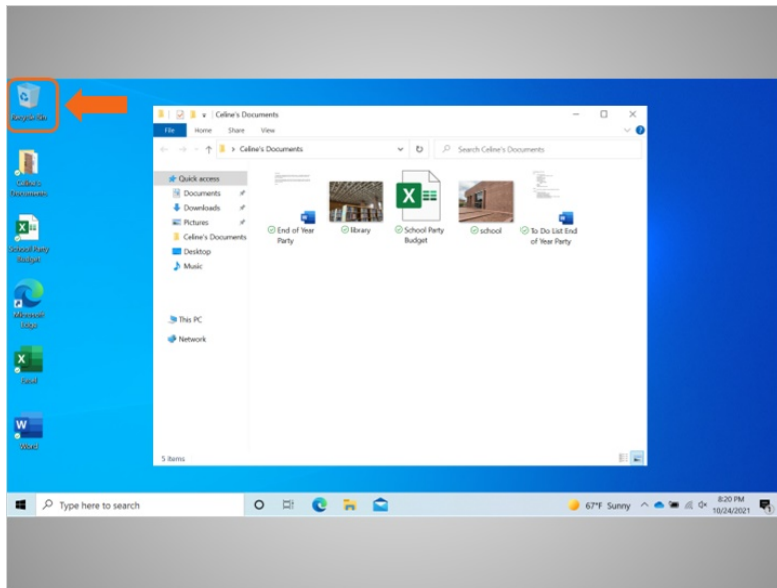
# Using a PC Windows 10

## Deleting Files

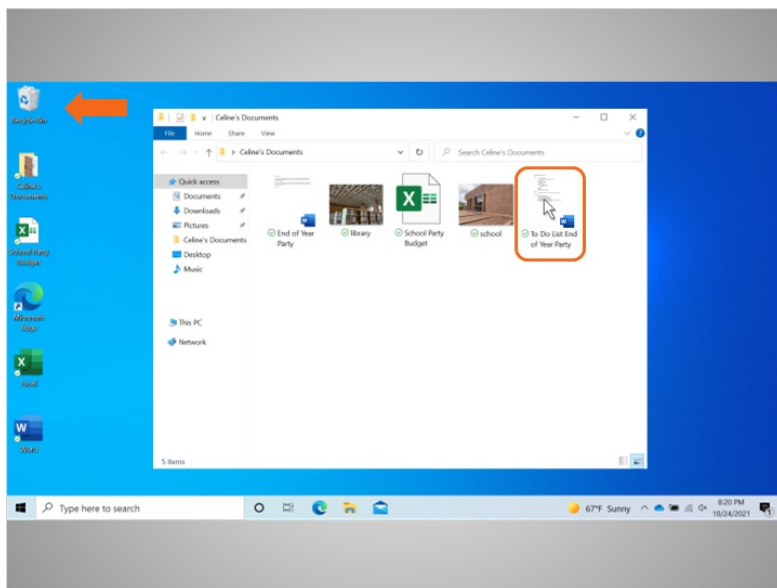


In the last lesson Celine learned how to save her work and close a file.

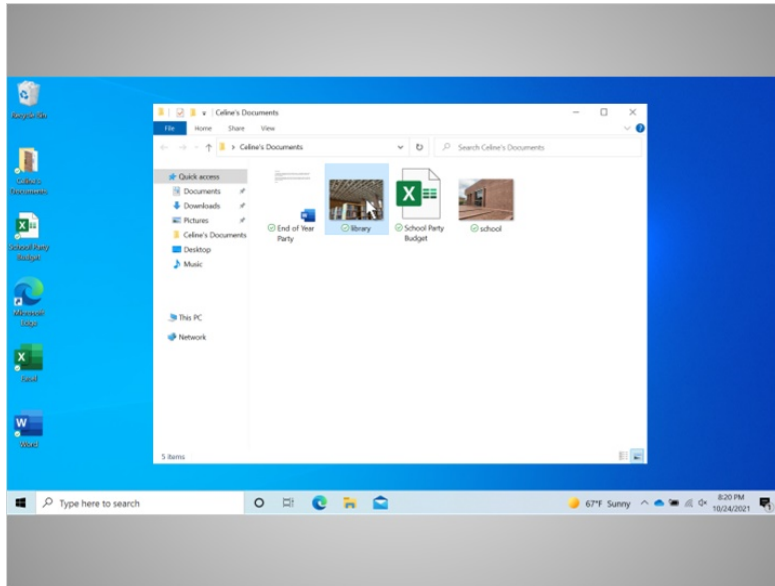
In today's lesson Celine is going to learn how to delete a file she no longer wants to keep within the Windows 10 operating system.



Celine has her documents folder open on the desktop. To delete files, Celine uses the Recycle Bin, which is located on the desktop.



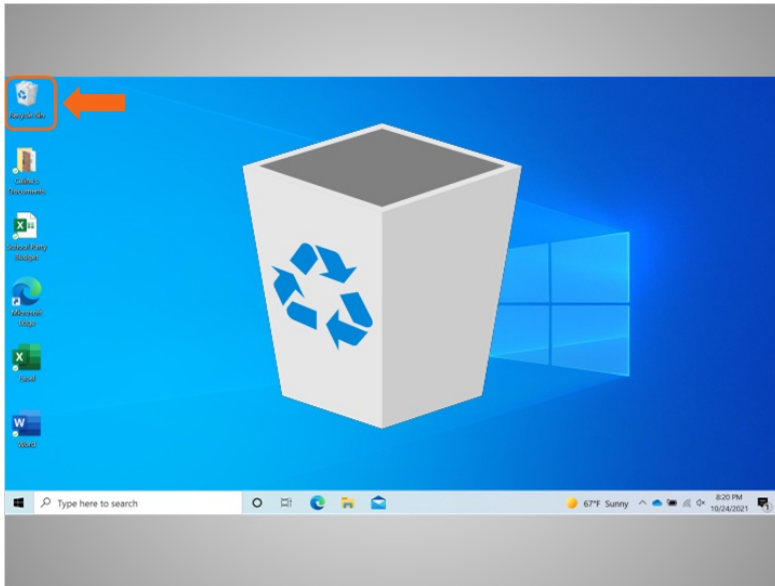
To delete a file, Celine moves her cursor to the file she wants to delete, clicks and holds down the left mouse button to select the file and drags it to the Recycle Bin on the desktop.



You can also delete a file by clicking once to select it...

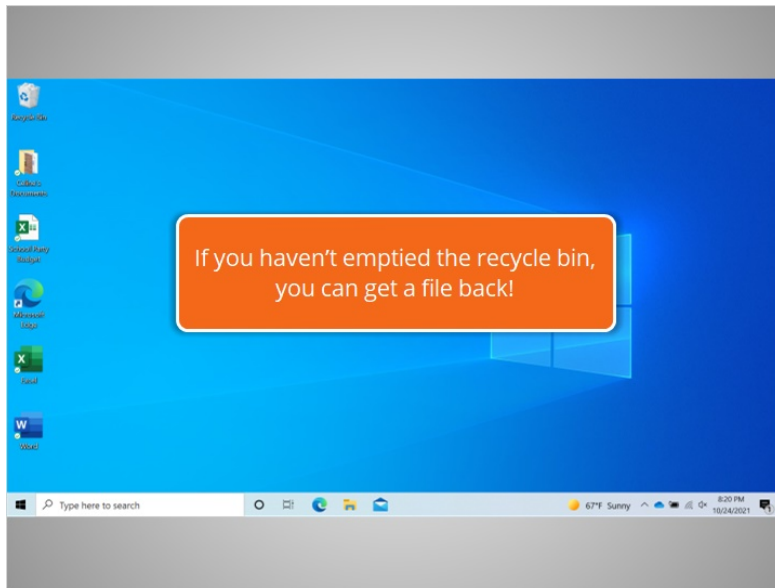


...then tapping the Delete key on your keyboard. The Delete button may be in a different location depending on your keyboard.



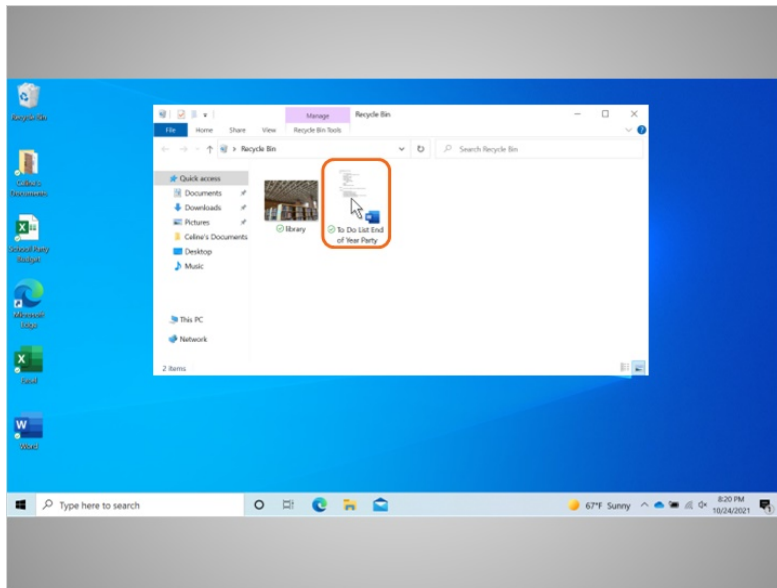
Now the files are inside the Recycle Bin. The Recycle Bin is a temporary holding place for the files that have been deleted.

Just like a recycle bin in your home, the contents stay in the bin until you empty it and take it out.



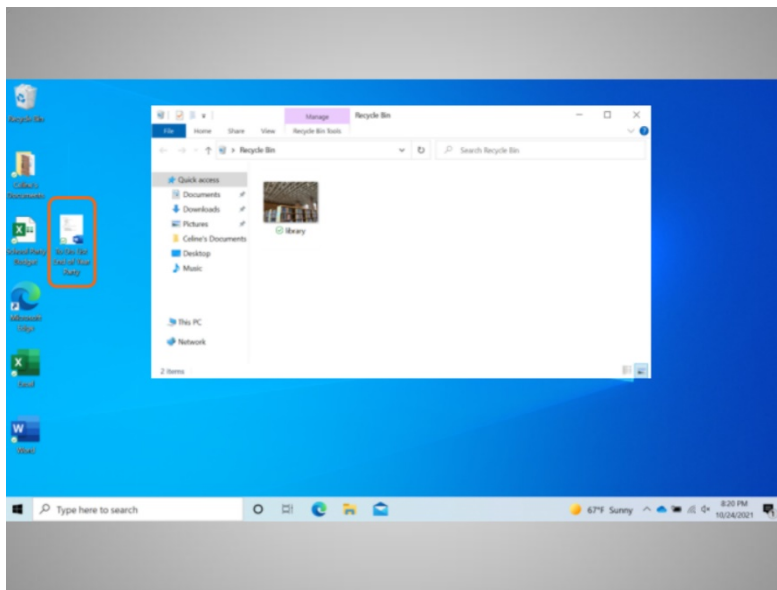
If you move a file to the Recycle Bin and later realize that you want to keep the file, you can still get the file back as long as you haven't emptied the Recycle Bin.

When Celine double clicks on the Recycle Bin icon, ...

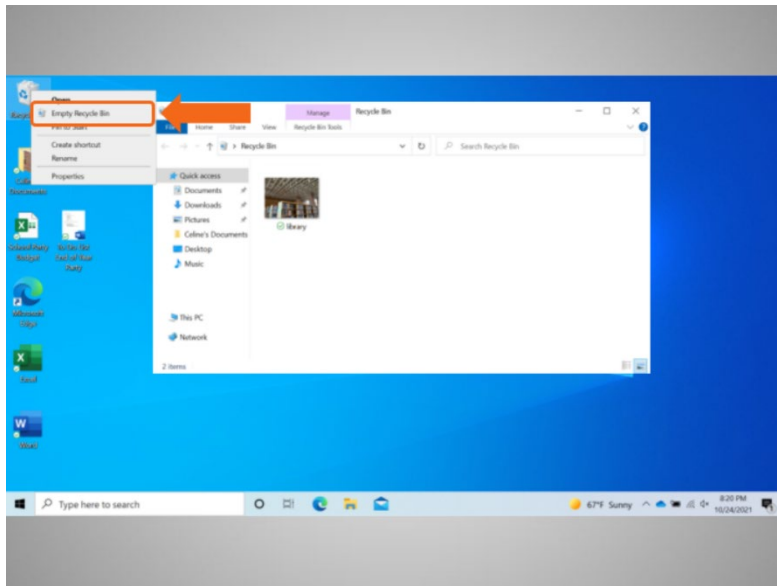


... a window opens that lists the files.

To keep a file after placing it in the recycle bin, left click on the file and hold the mouse button down while dragging the file to the desktop or other location where you want to keep it.

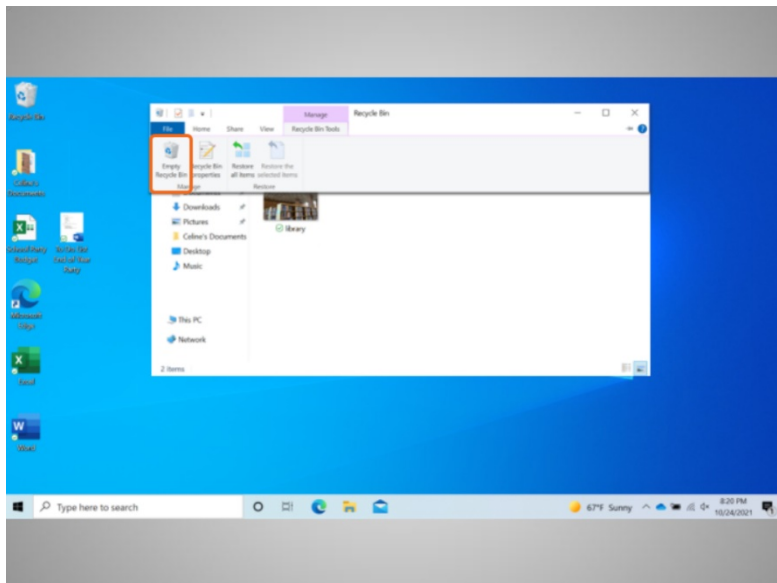


In this case Celine moved the file to the desktop.

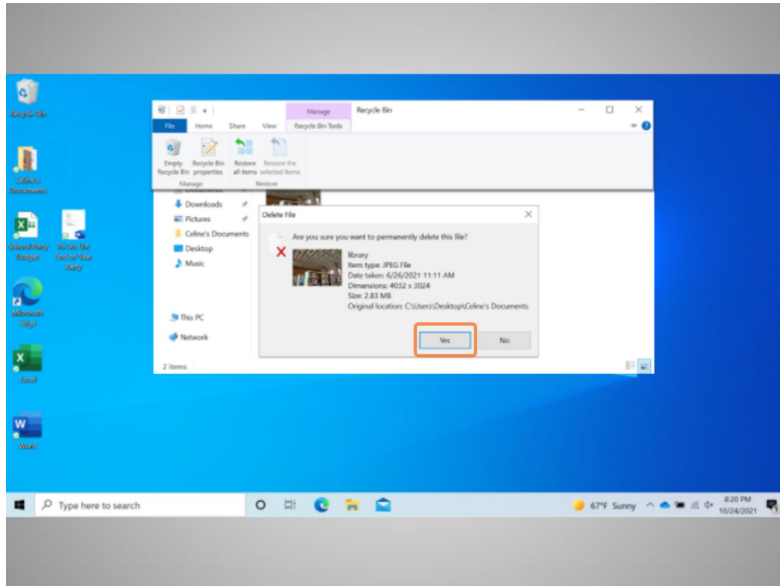


When you are certain that you are done with everything in the Recycle Bin, you can empty it to permanently delete those files. One way to empty the Recycle Bin is to move your cursor over the Recycle Bin icon, then right click on your mouse.

In the menu that appears, you would click on “Empty Recycle Bin.”



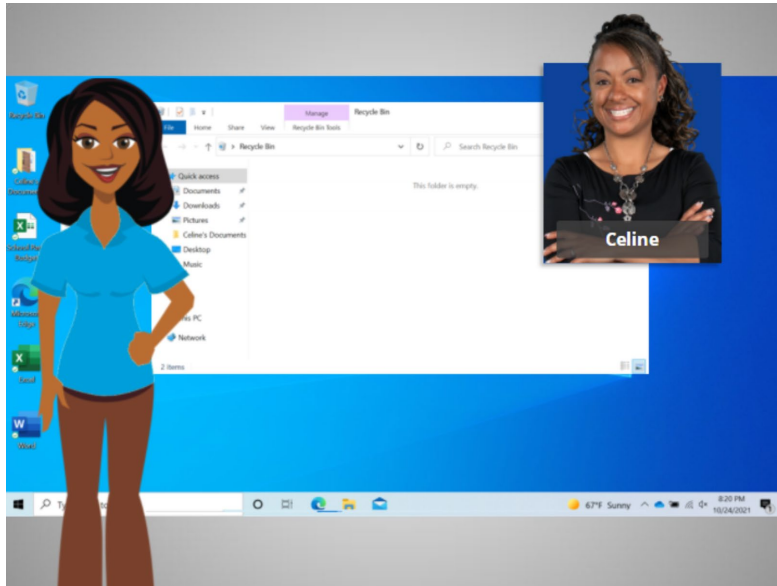
Celine can also empty the Recycle Bin from the Recycle Bin folder. To do this she clicks on the Empty Recycle Bin icon.



Celine is asked to confirm that she wants to delete the file. She does want to delete the files, so she clicks Yes.

The Recycle Bin is now empty.





In this course, we've learned the basics of working with the Windows 10 operating system. We've learned to open applications and files, work within Windows, and save and delete files.

Why don't you try exploring some of the features on your own!