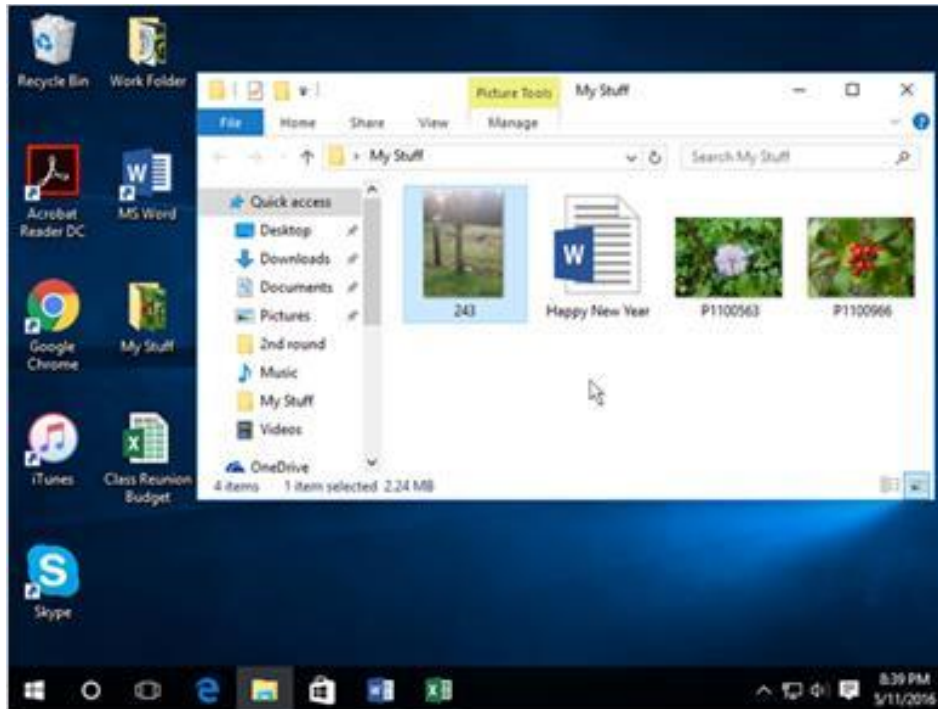
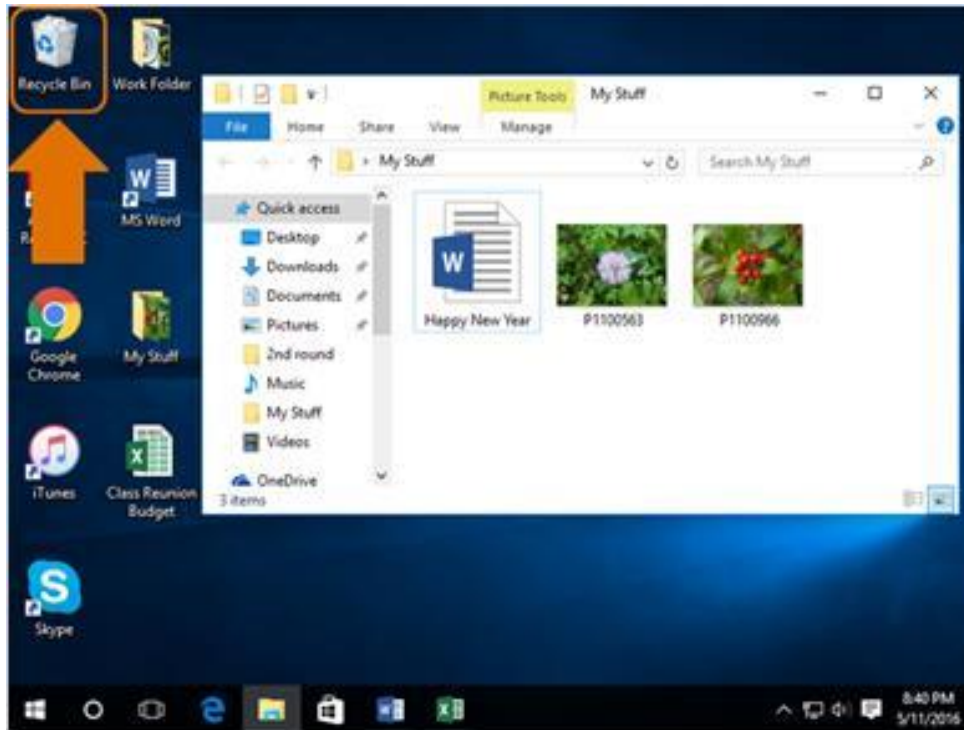


# Deleting Files



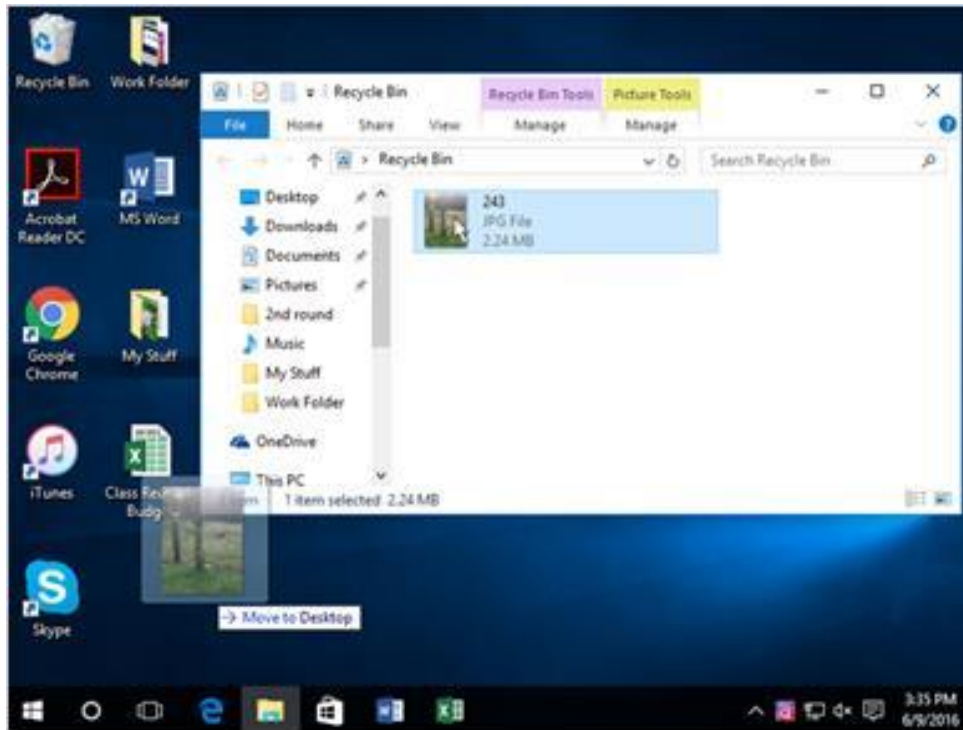
What if you're completely done with a file? If you won't need a file again, you can delete it. Here's one way to delete a file. First, click once to select it. Then click the Delete key on your keyboard.



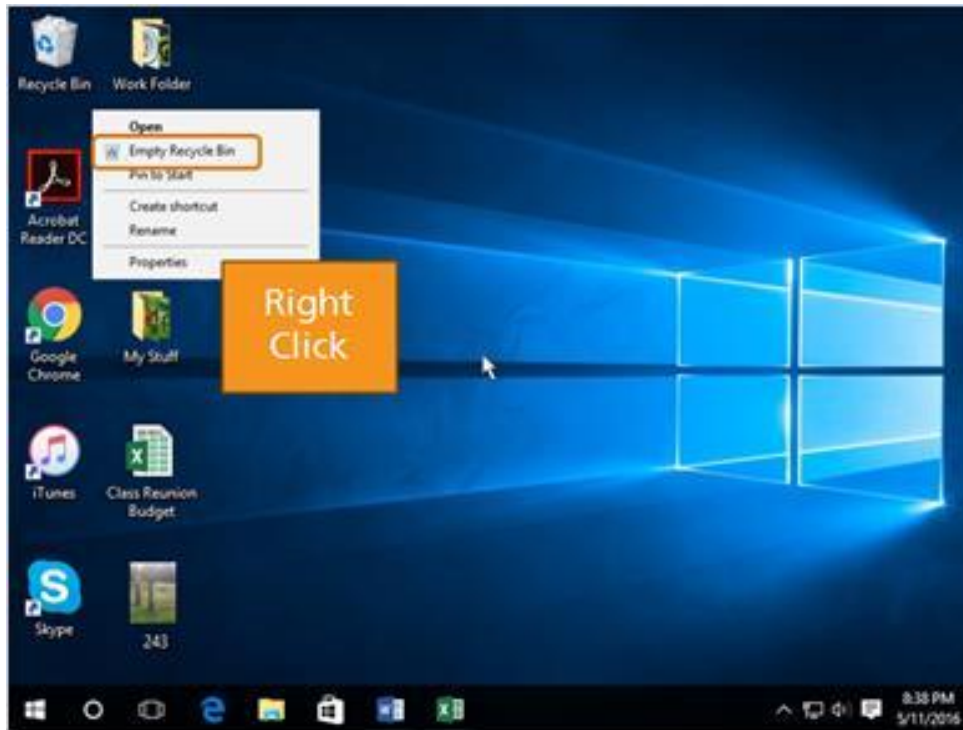
Now the file is inside the Recycle Bin. The Recycle Bin is a temporary holding place for the files that have been deleted.



Just like a recycle or trash bin in your home, the contents stay in the bin until you empty the trash 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 already** emptied the Recycle Bin.



To check the contents of the Recycle Bin, double click on the icon. A window opens that lists the files. To keep a file after all, 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.



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 right click over the icon and click on **“Empty Recycle Bin.”**



Now we've seen the basics of working with Windows 10. You can open applications and files, work with Windows, and save and delete **your files**. I'd like to encourage you to learn more about using applications so you can write letters or use the internet, like Celine.