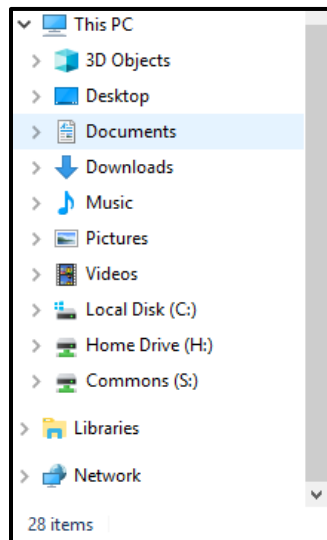**Before you start, this activity sheet can be done on your own, but we encourage you to seek out a Tech Coach at The Kansas City Public Library for more in-depth help. For more information go to:** https://www.kclibrary.org/services/techlearn

Inside Windows 10 is a File Explorer. The Windows File Explorer allows you to access different file folders and storage drives. Let's learn about how to access and use the Windows File Explorer, please follow the steps below.

- Locate the Windows 10 Taskbar.

- On that Taskbar you'll see an icon that looks like a tan folder, this is the Windows File Explorer. (See image below for an example)
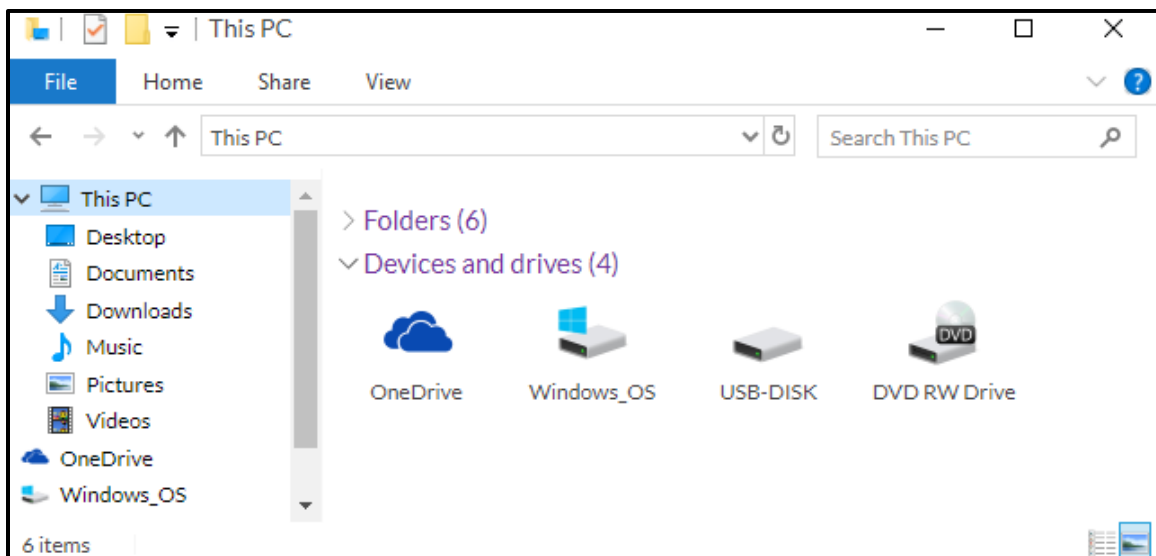

- Left-click on the File Explorer to open it.

- Now that the File Explorer is open you'll see a list of folders on the left side of the File Explorer window.

- Click on the Documents folder. (See image below for an example)

- The Documents folder is useful for saving your important files in, like your resume.

Another useful feature in the Windows File Explorer is the ability to access your computers storage drives. Let's access your storage drives now, please follow the steps below.

- Look at the list of folders on the left side of the File Explorer window again. Notice at the top of the list there is a folder called **This PC**.

- Left-click on the This PC folder.

- Inside this folder you'll see the different storage drives on your computer. (See photo below for an example)

- You'll see a few drives listed, for example, Windows 10 has a cloud drive called OneDrive. Some other drives might be your Windows 10 OS and your computer's hard drive. If you have a USB external drive plugged into your computer (Flash Drive), you'll find it here as well.