

Windows 10 – Deleting Files

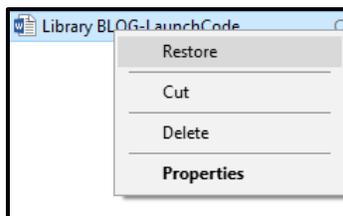
Before you start, this activity sheet can be done on your own, but we encourage you to seek out a Tech Coach at The Kansas City Public Library for more in-depth help. For more information go to: <https://www.kclibrary.org/services/techlearn>

Let's learn how to delete files and restore them. Follow the steps below.

- Find the Word document that you saved in your documents folder.
- Once you have located your document, right-click on the document. You will notice a list of options pops up.
- **Delete** your document by clicking on the delete option.
- Your document will now disappear from your documents folder. You have deleted it.
- But wait! You suddenly decide that you didn't want to delete your document, oh no!
- Luckily there is a solution! Minimize any windows you have open so that you just see your desktop.
- On your desktop there is an icon that looks like a trash can or recycling can. It's called the **Recycle Bin**. (See image below for an example)



- Double left-click on the Recycle Bin to open it.
- Inside the Recycle Bin you'll notice your recently deleted Word document is there.
- Right-click on your Word document and select **Restore**. (See image below for an example)



- Your Word document has been saved and you can now find it safely back inside your documents folder.