



Quick Reference Guide

Windows 10 File Explorer

Overview

The Windows 10 File Explorer allows users to open and manage multiple files and folders. The purpose of this Quick Reference Guide (QRG) is to demonstrate how users can navigate the File Explorer features for faster multitasking access.

Getting Started

1. Click the in the lower left corner of your desktop screen or on your keyboard to display the .

2. Type in the Search box on the Taskbar.

3. Click the or press on your keyboard to open the application.
4. If the is in your Taskbar, you can skip steps 1-3 and open by clicking the icon.

Pin Favorites to Quick Access

The Quick Access landing page displays the most frequently used folders and files. Users can pin favorites for easy retrieval.

1. Select the of the file or folder you want to show up in Quick access such as your Desktop or OneDrive.
2. Select the .
3. Click the in the upper left corner of your navigation panel to add it to Quick access.

4. Right click the to it from Quick Access.

When File Explorer opens, users enter the Windows 10 Quick Access landing page.



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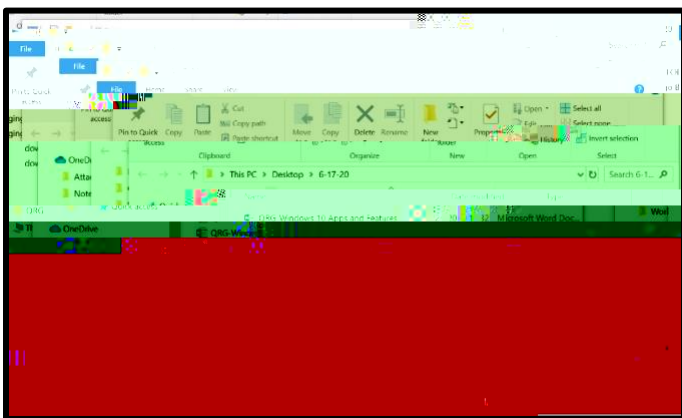
Open Multiple Files or Folders

Windows 10 allows users to _____ and work with _____ at the same time.

1. Click the _____ from the Quick Access landing page while holding the Shift key on your keyboard. This will allow you to select multiple files in sequence (top). To select multiple files not in sequence (bottom), hold the Control key and select the files you want to open.



2. Click _____.



You will see multiple folders open simultaneously in an overlapping format for faster access.