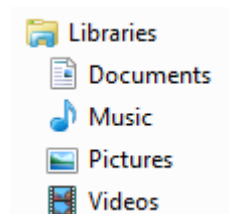


Libraries are designed to help you find what you want. They show collections of items (such as files and folders) which are stored in various locations on a disk, and make them appear as if they are stored in one central location.

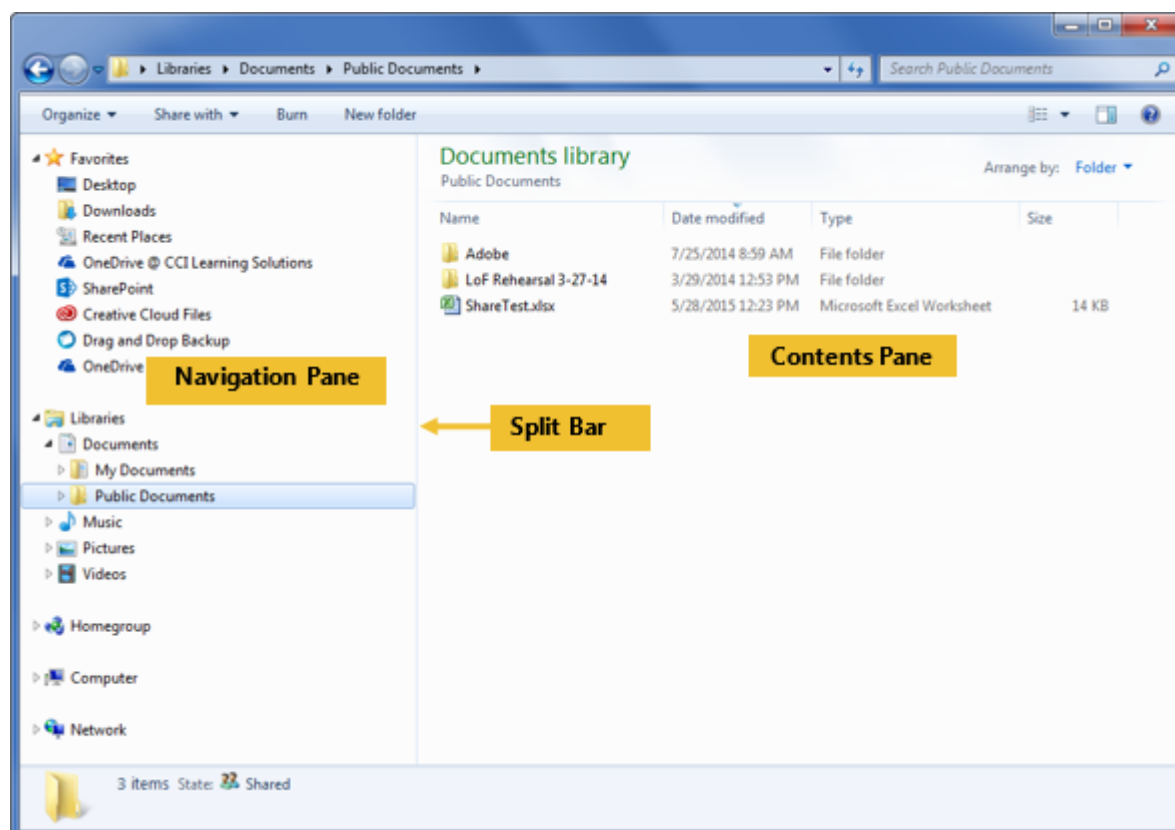


Working with Files and Folders

There is no one correct method for setting up a filing system on your computer; the system should make sense to you and to others who are sharing the computer. Your school may enforce certain standards for organizing the files on its computers.

To begin working with files and folders, use one of the following methods:

- Click **Start** and then click **Computer**, or
- click **Start**, point at **All Programs**, click **Accessories**, and then click **Windows Explorer**, or
- click **Start**, type: `expl` in the **Search** box, and click **Windows Explorer**, or
- right-click the **Start** button and click **Open Windows Explorer**, or
- press **Win+E**.



tuan.lm@iigvietnam.com.

Printing

is

for

personal,

private

use

only.

No

part

of

this

book

may

be

reproduced

or

transmitted

without

publisher's

prior

permission.

Violators

will

be

prosecuted.