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actor Ashiedu Published June 17, 2019 As a Windows user (and admin), you will work File Explorer. This article is a comprehensive guide covering every aspect of this important Windows tool. To make it easy to find the specific File Explorer help you need, expand "Browse Post Topics" below. Then, click on the Windows 10 File Explorer help you require. The most logical topic to start our how to get help with File Explorer in Windows 10 is to show you different methods to open File Explorer. Below are 2 different common methods to open File Explorer: Enter File Explorer in the search box at the bottom left of the Windows 10 Taskbar. Then, from the search results, open the File Explorer App. By default, File Explorer will open in Quick Access. On the explorer pane, it will display your "Recent Folders" and "Recent Files". Right-click the Start Menu at the bottom left of your Windows 10 Taskbar. Then, from the displayed options, click A number of Windows 10 users want to get help with File Explorer Ribbons. This section explains the 3 Ribbons in Windows 10 File Explorer and how to use them. Each sub-section in this section focuses on the File Explorer Ribbons - Home, Share, and View. The "Home" Ribbon of File Explorer has 5 sections - Clipboard, Organize, New, Open, and Select. The table below explains what you can do in each section: S/NHome Ribbon SectionActions: You can Perform Clipboard Actions: You can also copy, paste, Cut, Copy and Paste, and Copy and Paste. The Organize Ribbon Section gives options to Move, to Copy, to Delete, and to Rename. You can also create a new folder, shortcut, or a file. The New Ribbon Section allows you to create a new folder, shortcut, or a file. The Share Ribbon Section allows you to share a selected item and select all the items in the folder. The Ribbon "Share" Ribbon has two sections: Send and Share with. Here are the things you can do in each section: S/NShare Ribbon SectionActions: You can Perform Send in this section, you can share a file with an app or Zip a set of files or folders. You can also Email, Burn to disc, Print, or Fax a file. S/Share with section, you can also share folders with specific people on the computer, Remove access to a shared folder or open the Advanced security settings of a folder. The image below shows the advanced security settings of a folder opened by clicking Advanced security directly from File Explorer Share tab, Share with section. Like the 2 Ribbons already covered, the "View" Ribbon has section. The 5 sections in the Windows 10 File Explorer "View" Ribbon are explained in the table below. S/View Ribbon SectionActions: You can Perform PagesThis section allows you to modify the navigation pane. To access the options, click the Navigate pane drop-down. To remove the navigation pane (just below the highlighted box, uncheck Navigate pane. You can also click Show all folders to show all folders in the Navigation pane. 2/LayoutThe "Layout" Section gives you the option to configure how your File Explorer looks. You can make your icons Extra Large, Medium sized or even use the List, or Details view. You also have the option to make your icons Large, Small, or uncheck the Detailed view. 3/Current View This section shows some interesting options. You can determine the way your files and folders are sorted. To sort, click the Sort by drop-down. 4/Show/HideThe Show/Hide section provides quick access to Show or Remove Item Check boxes. If you uncheck an item, it will be hidden. The Show/Hide section also provides options to show or hide the navigation pane, the ribbon, and the address bar. 5/Options This will open Folder Options. File Explorer keyboard shortcuts is yet another hot topic a lot of users want to get help with. The table below details the available keyboard shortcuts and what you achieve with them. To use a keyboard shortcut, press the keys simultaneously. I recommend you open File Explorer and try each of the keyboard short to see them in action! S/NFile Explorer Keyboard Shortcuts Actions Performed by the Keyboard ShortcutsCtrl + WClose the active window. The active window is the window you are currently viewing2Ctrl + NOpen a new window. If you use this shortcut with a folder open, another window of the folder will open. However, if you press the shortcut with a file active - say notepad - a new file will open3Ctrl + FOpen the File Explorer search box. This shortcut opens the search box for the open application. For example, if you are on a webpage when you press this shortcut, it opens a search box on the top right of the webpage. 4Ctrl + ESimilar to Ctrl + F - opens the search box. 5Alt + DSelect the address bar. If you are on File Explorer, it selects the address bar of the webpage. 6Ctrl + mouse scroll wheelChange the size and appearance of file and folder icons. 7Ctrl + Shift + EDisplay all folders above the selected folder. 8Ctrl + Shift + NThis keyboard shortcut creates a new folder. This can be very helpful. Instead of going through 3 steps to create a new folder, you can do it in a single step!9Num Lock + asterisk (\*)Display all subfolders under the selected folder. 10Alt + Left arrowUse to view the previous folder. 11Alt + Up arrowView the folder that the current folder is in. 12Alt + Right arrowView the next folder. 13Alt + EnterOpen the Properties dialog box for the selected item. This works for folders or files. 14Alt + PThis shortcut displays the preview pane on the right pane of File Explorer. Note that some items may not have a preview. 15Num Lock + minus (-)Collapse the selected folder. 16Num Lock + plus (+)Display the contents of the selected folder. 17Ctrl + Shift + JOpen the command prompt. 18Ctrl + Shift + WOpen the Windows 10 taskbar. 19Ctrl + Shift + ZUndo the last action. 20Ctrl + Shift + XOpen the context menu. 21Ctrl + Shift + FOpen the File Explorer search box. 22BackspaceView the previous folder. Now that you know how to open File Explorer in Windows 10, the next important topic you need to get help for in File Explorer is "Quick access" customization. As explained in the last section, by default when you open File Explorer in Windows 10, it opens in "Quick access". Want to become more productive? One way is to set up Windows 10 File Explorer to display commonly used items in "Quick access". For instance, if you open a folder often, you can "Pin" it to "Quick access" to make it easy to find. To pin a folder to "Quick access", right-click the folder and select Pin to Quick access. The folder will appear beneath Quick access immediately - see the second screenshot below. Other important File Explorer items you can "Pin" to Quick access are "This PC", and "Network". Like a folder, to "Pin" any of these items, right-click the item and select Pin to Quick access. See the images below. Another important task in our get help with File Explorer in Windows 10 guide is to show you how to "Unpin" File Explorer Items To "Quick access". Our work changes, so do the File Explorer items we access often. If you want to remove an item from Quick access, follow the steps below: Right-click Start Menu and select File Explorer. When File Explorer opens in Quick access, right-click the item you want to "Unpin" from "Quick access". Then, from the displayed options, select Unpin from Quick access. Another important Windows 10 File Explorer feature you may need to get help for is the File Explorer Privacy Settings. This setting allows you to remove "Recent Folders" and/or "Recent Files" From "Quick access". These 2 features are highlighted in the screenshot below. To stop Quick access displaying "Recent Folders" and/or "Recent Files", follow the steps below: 1. Open the search box, type file explorer options. Then, from the search results, select File Explorer Options. When File Explorer Options opens, locate the Privacy section. Then, uncheck Show recently used files in Quick access and/or Show recently used files in the navigation pane. 2. Click OK. 3. Now, when you open File Explorer, you will not see "Recent Folders" and "Recent Files" in the navigation pane. 4. If you want to see "Recent Folders" and "Recent Files" in the navigation pane, click the "Show recently used files in Quick access" and/or "Show recently used files in the navigation pane" checkboxes. 5. Click OK. 6. Now, when you open File Explorer, you will see "Recent Folders" and "Recent Files" in the navigation pane. 7. If you want to see "Recent Folders" and "Recent Files" in the navigation pane, click the "Show recently used files in Quick access" and/or "Show recently used files in the navigation pane" checkboxes. 8. Click OK. 9. Now, when you open File Explorer, you will see "Recent Folders" and "Recent Files" in the navigation pane. 10. If you want to see "Recent Folders" and "Recent Files" in the navigation pane, click the "Show recently used files in Quick access" and/or "Show recently used files in the navigation pane" checkboxes. 11. Click OK. 12. Now, when you open File Explorer, you will see "Recent Folders" and "Recent Files" in the navigation pane. 13. If you want to see "Recent Folders" and "Recent Files" in the navigation pane, click the "Show recently used files in Quick access" and/or "Show recently used files in the navigation pane" checkboxes. 14. Click OK. 15. 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