

Delete a File

When you delete a file, folder or program, you have not actually deleted anything. You have just moved it to the “Recycle Bin”. When you empty the “Recycle Bin” only then will it be gone forever.

Let’s delete the folder you created “MY LETTERS”. Click Start, then click “MY DOCUMENTS”. Right click on “MY LETTERS” folder. A window will open with many options. Click “DELETE”. Another window will open asking (**Are you sure you want to move “My Letters” and all its contents to the Recycle Bin.**) Click “YES”. The folder is now in the Recycle bin until you empty it. When you empty the recycle bin the file is gone forever.

Lets Review: “Delete File”

Click Start

Click “MY DOCUMENTS”

Right click the “MY LETTERS” folder

Left Click “DELETE”

When you delete a folder you also delete everything that is in that folder.