

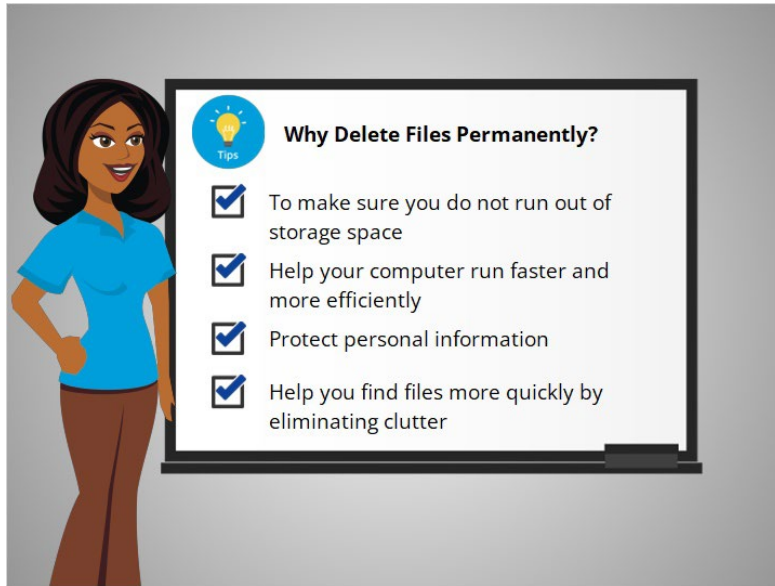
Using a PC Windows 11

Deleting Files



In the last lesson, Celine learned how to save her work and close a file.

In this lesson, Celine is going to learn how to delete a file she no longer wants to keep within the Windows 11 operating system.



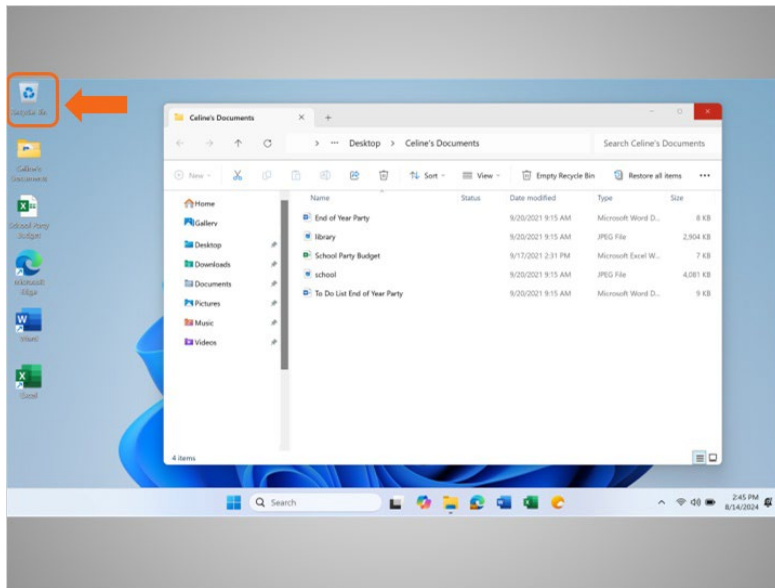
There are several reasons why you might want to delete files permanently from your computer.

One reason is to make sure you do not run out of storage space on your computer. Even if the file is in the recycle bin, it still takes up storage space.

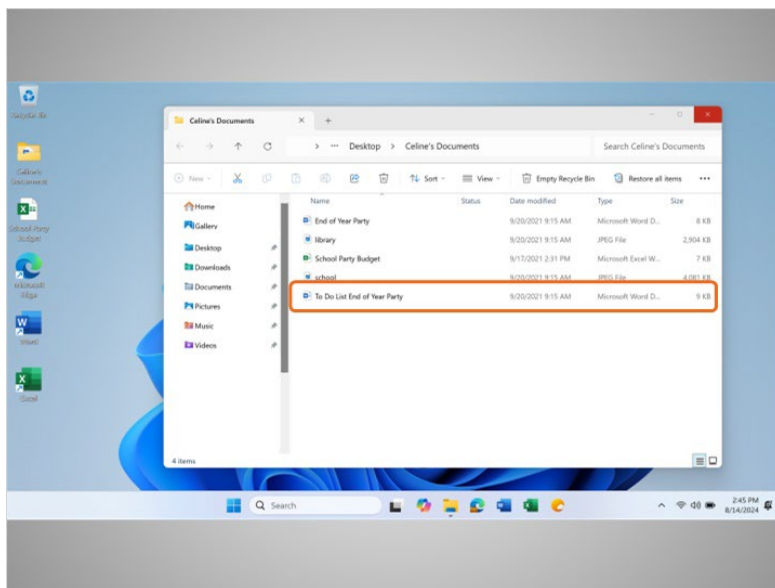
Deleting unneeded files can help your computer run faster and more efficiently.

Deleting files also can help you protect personal information. For instance, if you are working on a file that includes private information and you do not want anyone else to see it, it is recommended that you delete the file when you are done, so that someone else cannot access your personal information later.

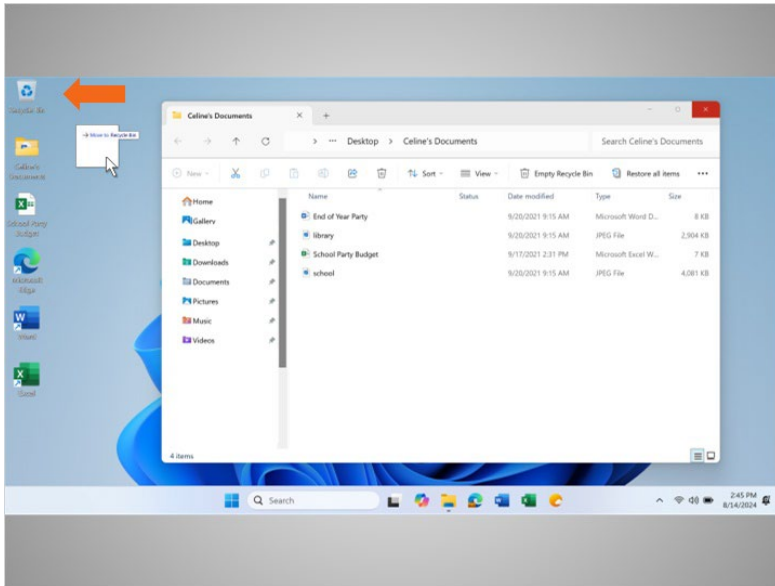
And finally, it can help you find files more quickly by eliminating clutter.



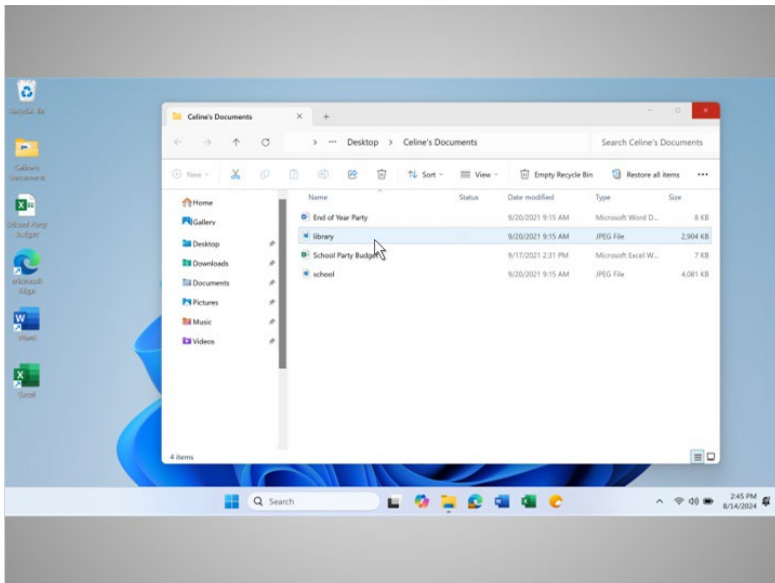
Celine has a documents folder open on the desktop. To delete files, Celine uses the Recycle Bin, which is located on the desktop.



To delete a file, Celine moves her cursor to the file she wants to delete, clicks and holds down the left mouse button to select the file



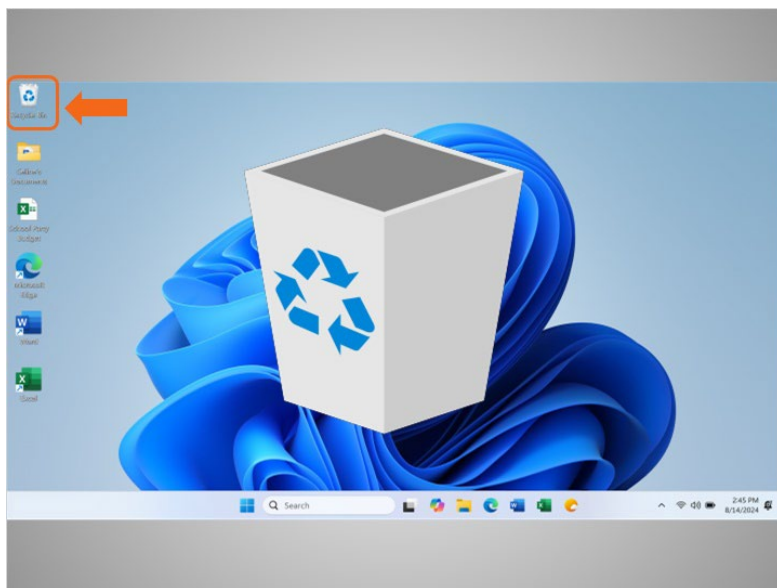
and drags it to the Recycle Bin on the desktop.



You can also delete a file by clicking once to select it

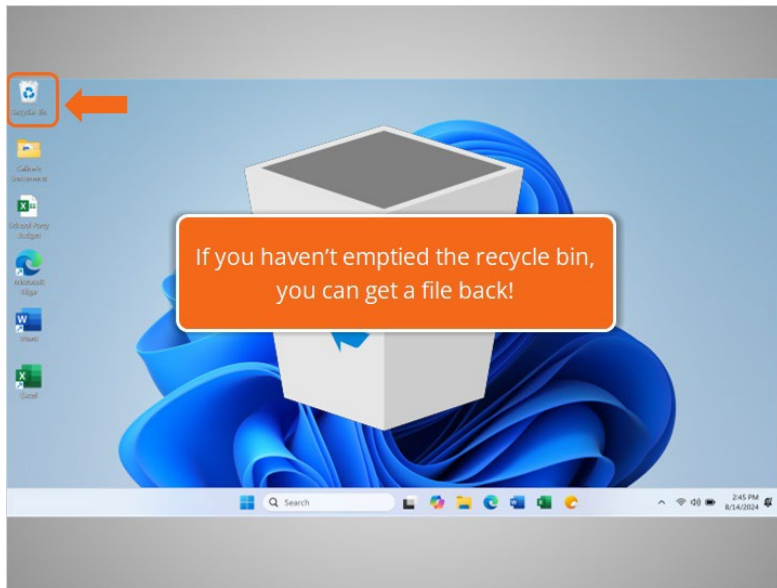


then tapping the Delete key on your keyboard. The Delete key may be in a different location depending on your keyboard.



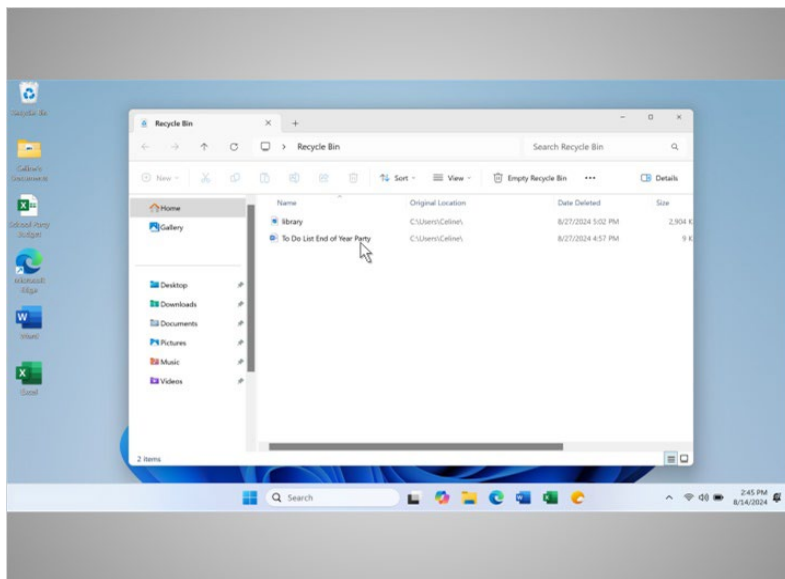
Now the files are inside the Recycle Bin. The Recycle Bin is a temporary holding place for the files that have been deleted.

Just like a recycle bin in your home, the contents stay in the bin until you take it out and empty it.



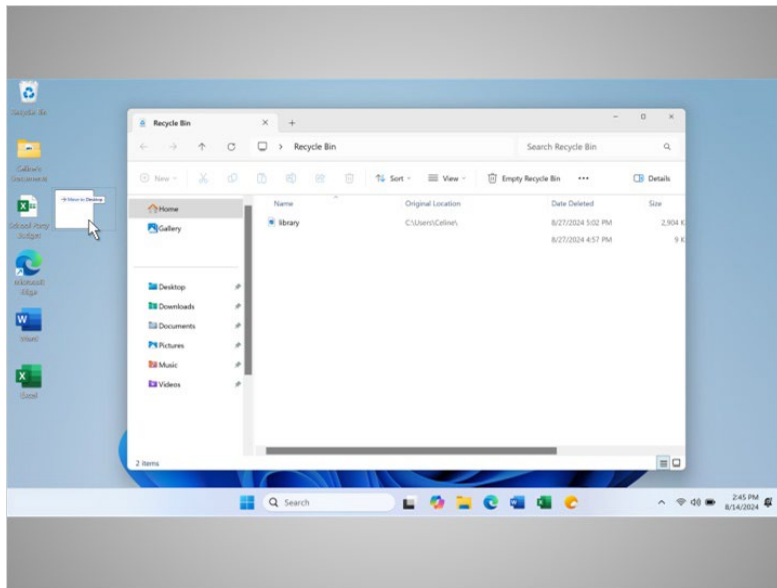
If you move a file to the Recycle Bin and later realize that you want to keep the file, you can still get the file back as long as you haven't emptied the Recycle Bin.

To recover the file Celine double clicks on the Recycle Bin icon,

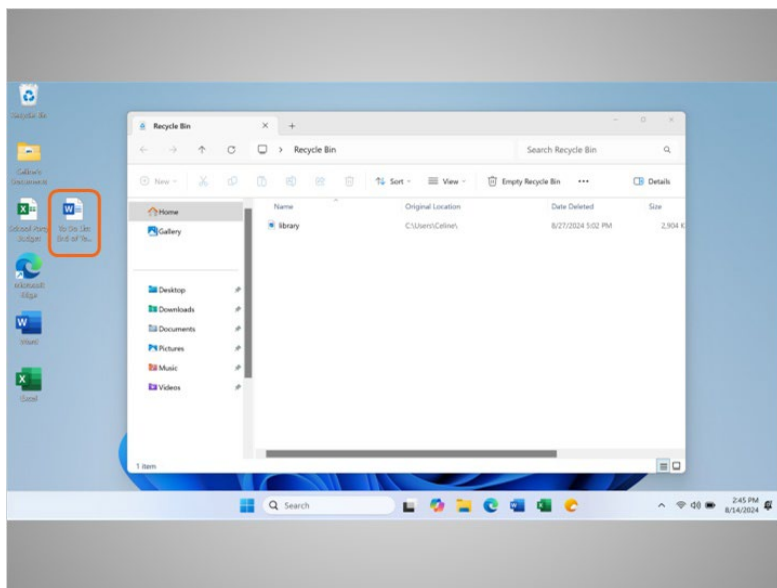


and a window opens that lists the files.

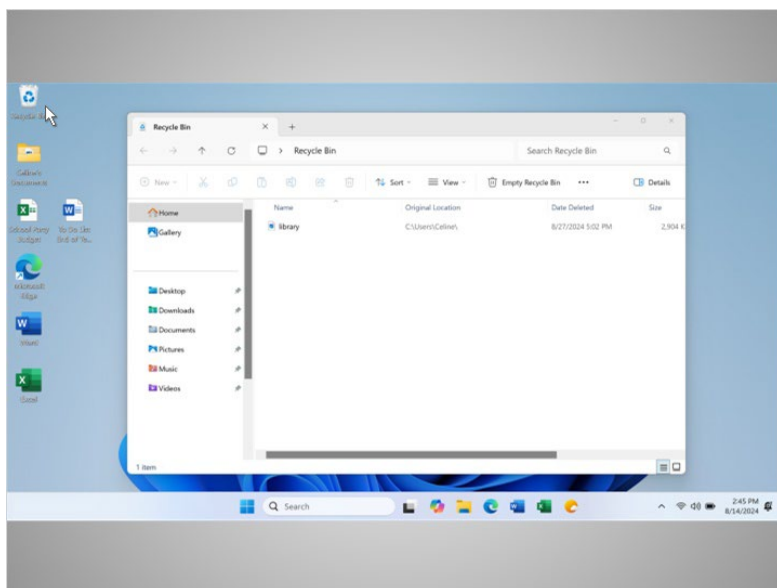
To keep a file after placing it in the recycle bin, left click on the file



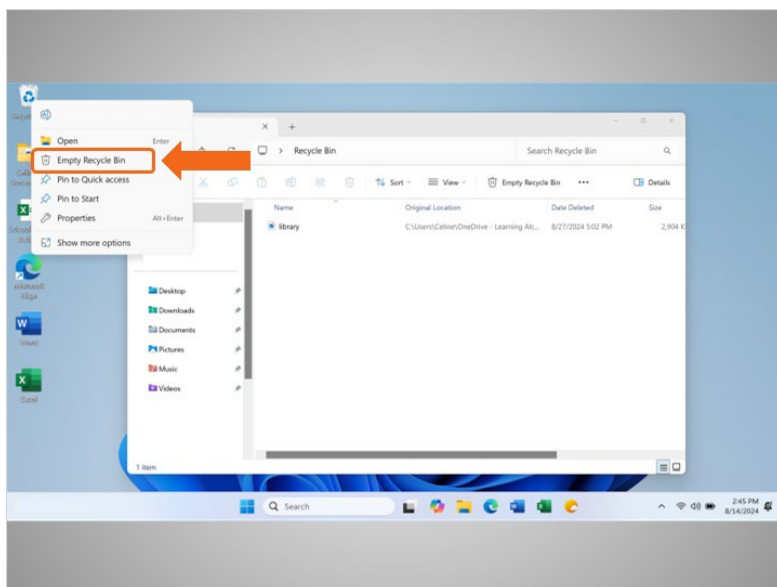
and hold the mouse button down while dragging the file to the desktop or other location where you want to keep it.



In this case Celine moved the file to the desktop.

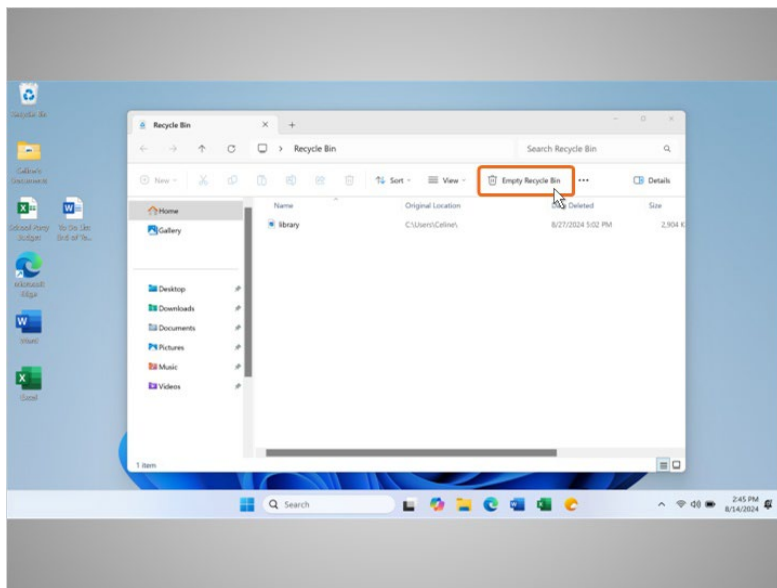


When you are certain that you are done with everything in the Recycle Bin, you can empty it to permanently delete those files. One way to empty the Recycle Bin is to move your cursor over to the Recycle Bin icon,

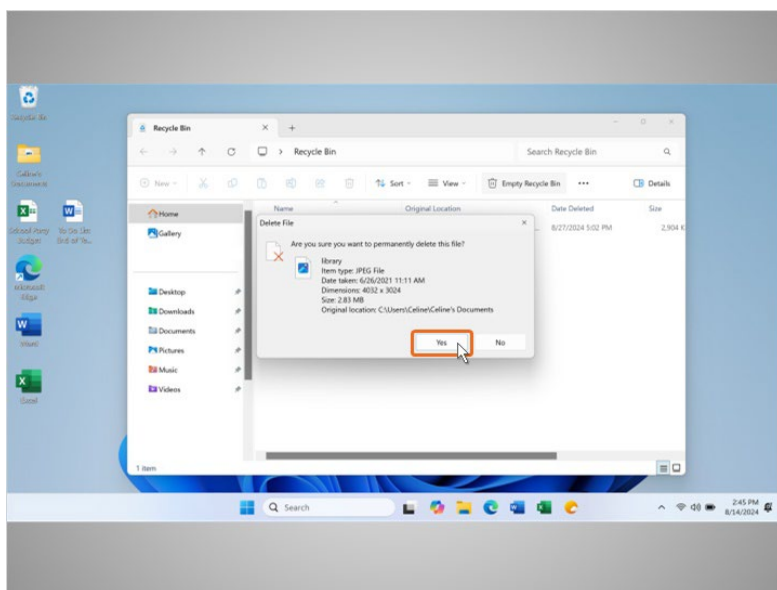


then right click on your mouse.

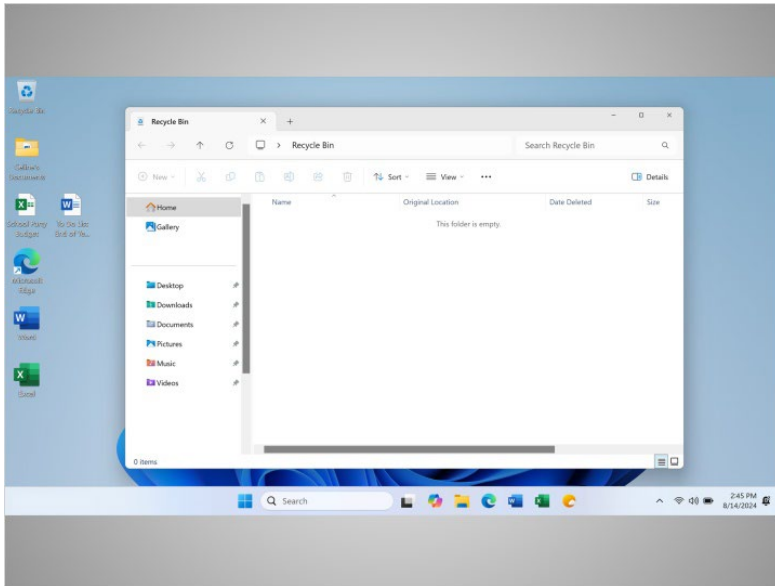
In the menu that appears, you would click on “Empty Recycle Bin.”



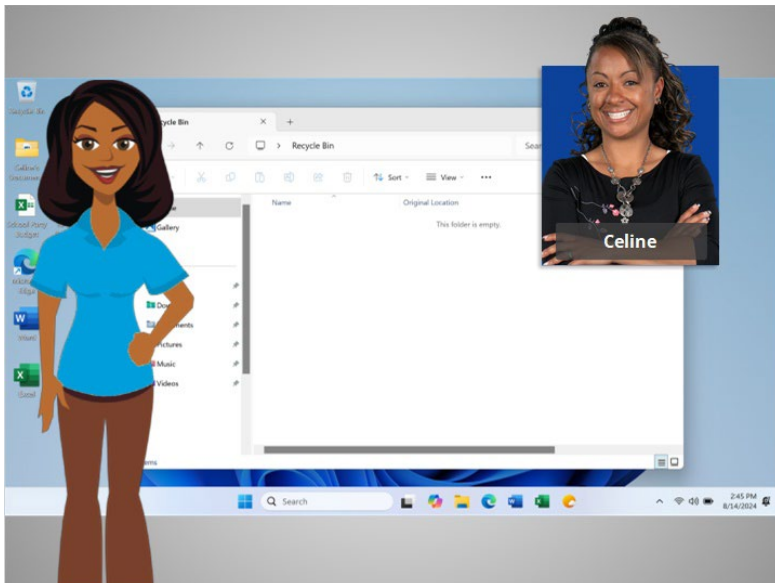
Celine can also empty the Recycle Bin from the Recycle Bin folder. To do this, she clicks on “Empty Recycle Bin”.



Celine is asked again to confirm that she wants to delete the file. She does want to delete the files, so she clicks Yes.



The Recycle Bin is now empty.



In this course, we've learned the basics of working with the Windows 11 operating system. We've learned to open applications and files, work within Windows, and save and delete files.

Why don't you try exploring some of the features on your own!