Solution

# Understand the Folder Structure

## Pin File Explorer to the Taskbar

* Click on the **Start** button or press the **Windows logo** key.
* Click on **All Apps**.
* Find **File Explorer** in the list.
* **Right-click** on **File Explorer** and click **More**.
* Choose **Pin to taskbar**.
* Click on **File Explorer** to open.

## About File Explorer

File Explorer is a navigation system. It allows us to see all files and folders stored on our PC. We can even see files we have stored in the cloud via OneDrive, Google Drive or Dropbox.

* Click on **This PC**.

Here we can see shortcuts to popular folders and drives on our computer. In Windows 10, these folders were all yellow. In Windows 11, they are different colors to make them easier to differentiate.

Storage drives are labeled with a letter. Our primary drive (the hard drive of our PC) is usually labeled as the C Drive. If we have any other devices plugged into our PC, such as an external hard drive we can see the drive here with a different letter assigned.

* **Double-click** on any drive or folder to see the contents.

When we click on a drive or folder we build a breadcrumb trail. The breadcrumb trail is the path name. For example, if we double-click on the **Documents** folder and then double-click on the **Clients** folder, the path name to this folder would be **This PC > Documents > Clients.** We can navigate back through the path by clicking on the folder in the path name area at the top.

We can create our own folders and subfolders in File Explorer to store our files and documents. It's good to get ourselves familiar with opening folders and navigating around the system.

* **Double-click** on the C Drive.

The C Drive is different to user folders that house our documents. The C Drive contains many folders with cryptic names that store our system files. Generally, we don't need to worry too much about this folder. It is important that we don't start deleting files and folders from the C Drive as we may accidently delete a file that is essential to our system.

## The Users Folder

One folder on the C Drive that is important to us is the Users folder.

* **Double-click** on the **C Drive**.
* **Double-click** on the **Users** folder.

We will always have a folder with our name on it. This is our home folder where all our personal files are stored: documents, pictures, music etc. Each user that has an account on the PC will have their own home folder. We cannot access other people’s home folder as it's locked. We need to be signed into Windows 11 as that person to see their files.

* **Double-click** on the folder with your name.

We can see the default folders and subfolders set up on this computer. Folders help keep things tidy, and we highly recommend using them to keep files in order. The default folders we should see are Desktop, Document and Pictures.