

To expand and collapse levels in Explorer:

1. Click the "+" next to the icon to expand the level.
or
1. Click the "-" next to the icon to collapse the level.

To view drive and folder contents:

1. In the All Folders pane, click the drive or folder icon.
2. From the View menu, choose the desired view.

To create a new folder in Explorer:

1. In the All Folders pane, select the drive or folder in which you want to create the new folder.
2. From the File menu, choose New.
3. From the New submenu, choose Folder.
4. Type the new folder name.
5. Press ENTER.

To delete a folder and its contents:

1. Right-click to select the folder and choose Delete from the shortcut menu
2. In the Confirm Folder Delete message box, choose Yes.

To rename a file or folder:

1. Right-click the file or folder to be renamed.
2. From the shortcut menu, choose Rename.
3. Type the new name.
4. Press ENTER.

To copy and move files using Explorer and the right mouse button:

1. Expand the folder containing the file to be copied.
2. In the Contents pane, position the mouse pointer over the file to be copied.
3. Use the right mouse button to drag the file icon on top of the folder into which you want to move the file.
4. Release the mouse button.
5. From the shortcut menu, choose Move Here or Copy Here.