

## Move a File or Folder in File Explorer

You can move one or more files or folders from one location to another, using one of three ways.

*One way is to use the Cut and Paste commands. To do so, open File Explorer and follow these steps:*

1. Browse to the file's or folder's location and select it by clicking on it.
2. Click the Home tab on the Ribbon. The Home tab will be displayed.
3. In the Clipboard section, click the Cut button.
4. Browse to the folder where you want to move the folder or file.
5. Again, click the Home tab on the Ribbon. The Home tab is displayed.
6. Click the Paste button in the Clipboard section. The selected file is now in the new folder.
7. Close File Explorer.

*Instead of using the mouse exclusively, you can also use the keyboard shortcuts.*

1. Browse to the file's or folder's location and select it by clicking on it.
2. Press CTRL + X. This action will place the selected item in the clipboard.
3. Click on the folder where you want to move the file.
4. Press CTRL + V. This action will paste the selected item from the clipboard to the new location.
5. Close File Explorer.

*To use the mouse exclusively:*

1. Browse to the file's or folder's location and select it by right-clicking on it.
2. At the drop-down menu that opens, click *cut*. This action will place the selected item in the clipboard.
3. Right-click on the folder where you want to move the file.
4. At the drop-down menu that opens, click *paste*. This action will paste the selected item from the clipboard to the new location.
5. Close File Explorer.