MOVE A FILE OR FOLDER IN FILE EXPLORER

You can move one or more files or folders to another location several ways. One way is to use the Cut and Paste commands. (Another method is to drag and drop, but it requires a very steady use of the mouse!) To do cut and paste, open File Explorer and follow these steps:

1. Browse to the target file's or folder's location and select it by right-clicking on it.
2. In the dropdown menu that appears, click on the **Cut** button.
3. Move to the Navigation Pane and right-click on the folder where you want to move that folder or file.
4. In the dropdown menu that appears, click on the **Paste** button.
5. The selected folder or file is now in the new folder and has been removed from its original location.
6. Close File Explorer.

DUPLICATE A FOLDER OR FILE FROM ONE LOCATION AND PLACE IT IN ANOTHER LOCATION

1. Browse to the target file's or folder's location and select it by right-clicking on it.
2. In the dropdown menu that appears, click on the **Copy** button.
3. Move to the Navigation Pane and right-click on the folder where you want to duplicate that folder or file.
4. In the dropdown menu that appears, click on the **Paste** button.
5. The selected folder or file is now in the new folder as well as in the original location.
6. Close File Explorer.