SORT YOUR FILES AND FOLDER USING FILE EXPLORER

File Explorer offers the Sort tool for sorting the files and folders that you're viewing based on criteria such as their name, type, size, authors, and more. To sort the files within a folder, Open File Explorer (Windows +E) and follow these steps:

1. Navigate to the individual folder that you want to sort.
2. Click the View tab on the Ribbon.
3. In the Current View section, click the *Sort By* button.
4. Click the sorting criteria that you want to use to apply it. The files and folders for your current location are now sorted using the criteria you selected.