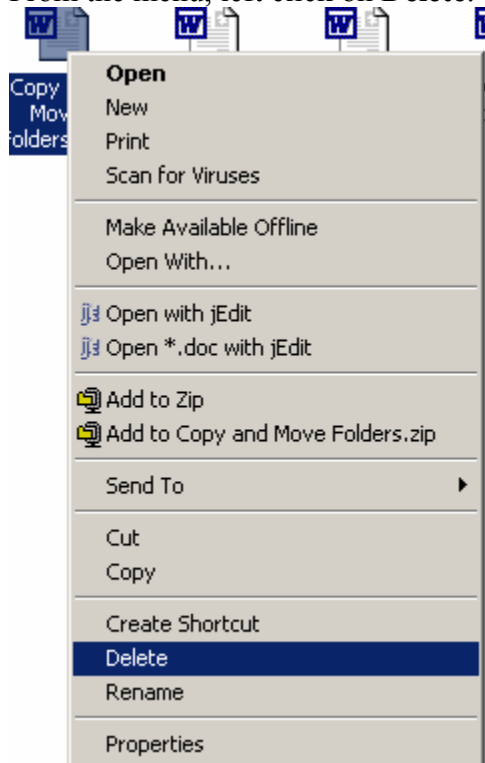


Delete Files

Option 1: Delete a File

1. Open **My Computer**.
2. Navigate to the file you want to remove.
3. **Right** click on the file.
4. From the menu, left click on **Delete**.



5. Click **Yes** to confirm the deletion.

Option 2: To Delete a File

1. Open **My Computer**.
2. Navigate to the file you want to remove.
3. **Left** click on the file to select it but not open it.
4. Press the **Delete key on your keyboard**.
5. Click **Yes** to confirm the deletion.

***Note:** You can delete files and folders from within the **Open** and **Save As** dialog boxes in Word, Excel, and PowerPoint too.