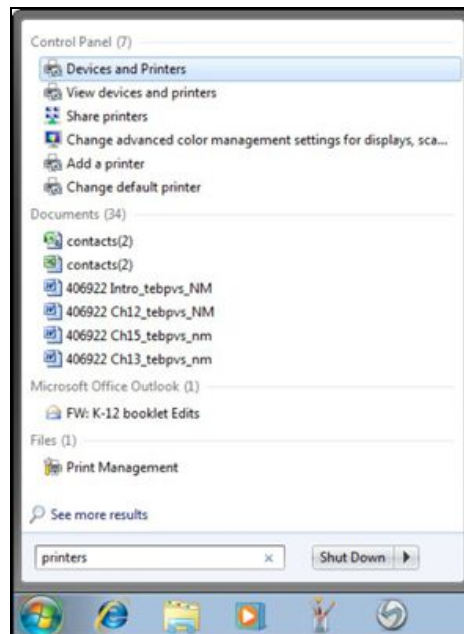


Procedures on Searching for a File or Program

1.0 One of the easiest ways to search for files and folders in Windows is to search straight from the Start menu. It uses an advanced search index that continuously monitors every file and even the words within most of the files.

1.1 Searching for a file or program using Windows 7:

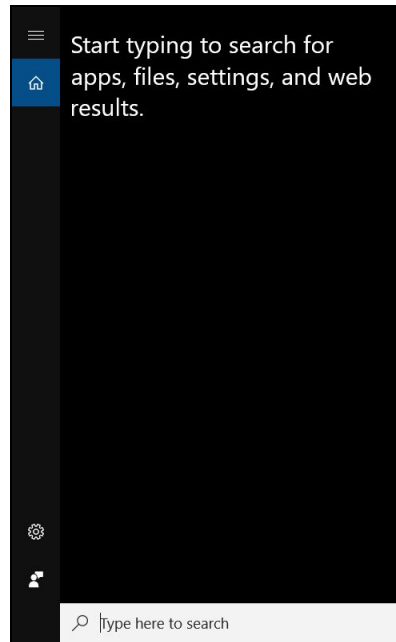
1.1.1 Click the search icon at the lower left side of the screen then type in the "***Search programs and files***" search bar the name of the program or file that you are looking for or Windows Button+E (File Explorer).



Press **Windows** key if searching from other locations, then press **tab** for searching specific folder or file.

1.2 Searching for a file or program using Windows 10:

- 1.2.1 Click the search icon at the lower left side of the screen then type in the "***Search programs and files***" search bar the name of the program or file that you are looking for.



Press **F** from your desktop screen or press **Windows** key + **S** if searching from other locations, then press **tab** for searching specific folder or file.