




# Taste of Tech

## How to Display Details of a File in Windows

1. Open Windows Explore by selecting (  + E) from your keyboard or from the menu bar right click on the  button and select Explore.
2. Select View from the menu bar and click on Details.
3. The drives available on your computer will be visible in the left Explorer window. Click on the drive to view the folder and the files within it.
4. The file properties, “Name”, “Size”, “Type” and “Modified”, are visible in the right side of the Explorer window.

### Notes:

- By default, files are arranged alphabetically by name, folders first, then individual files.
- If you click on the “Name”, “Size”, “Type” or “Modified” bar, the files will be arranged by that criteria. This makes it easier to find a specific file.
- You can find  button near the space bar on the bottom of your keyboard.

If you have any questions, contact the CPD at X1614 or [cpd@oakton.edu](mailto:cpd@oakton.edu).