

HOW TO SORT FILES AND FOLDERS IN 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 date. To sort the files within a folder, Open File Explorer (Windows +E) and follow these steps:

1. From the left column, select the folder (or sub-folder) that you want to sort and open it.
2. Click the **View** tab on the Ribbon and select **Details**.
3. Click on the column heading that you want to use as your sort routine.