

## **Locating a Missing Program, Song, Document, or other file**

**1. Click start**

**2. Into the search bar type the first few letters of a program, a file name, song title, document or other file.**

**3. Click Search and Windows will find it for you. If it has been stored in different folders, you may see it listed in several different places.**

**4. Click the file in the list and it will open.**

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