In this activity, you will learn how to delete files and folders that may be consuming your computer’s storage space. Using a computer with the Windows operating system, follow the steps below.

1. Click the [Start] button.
2. Click All Programs.
3. Click Accessories.
4. Click System Tools.
5. Click Disk Cleanup.
6. Which options are preselected with a checkmark? Write them in the space below.

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7. How big is your Recycle Bin? Write its size in the space below.

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8. Click OK.
9. Click Delete Files.