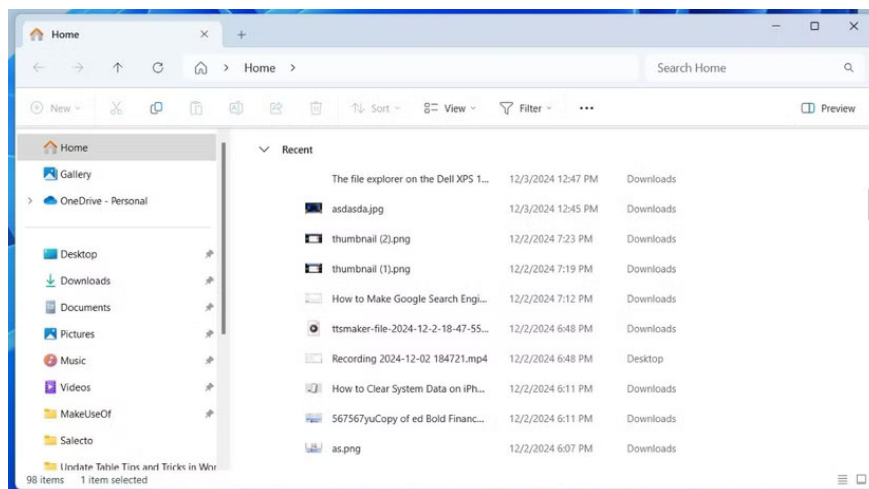


10 indispensable features of File Explorer

Most Windows users spend a lot of time in File Explorer. However, there are specific features that people rely on to streamline their workflow and increase productivity.

Most Windows users spend a lot of time in File Explorer. However, there are specific features that people rely on to streamline their workflow and increase their efficiency. From batch renaming files to using search filters, here are 10 essential features in File Explorer.

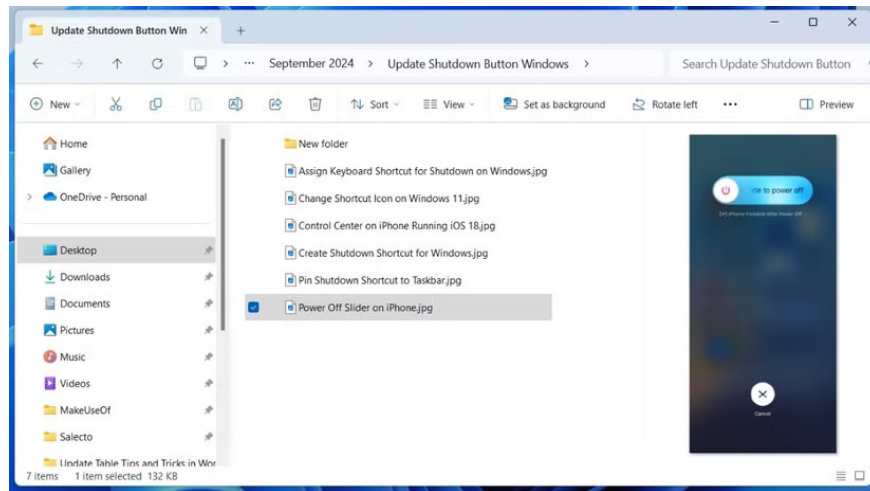
1. Instant access to recent files



Using File Explorer is one of the most convenient ways to view recently opened files on a Windows PC. All you have to do is open File Explorer and you can easily find all the recently accessed or saved files in the **Recent section**.

This feature is quite handy, especially when you accidentally close a document or lose track of where something important was saved. Whether it's a project file, an edited image, or a spreadsheet you forgot to bookmark, you can find it in seconds using the **Recent** section.

2. Preview Pane to view files



The Preview Pane in File Explorer is another productivity game-changer. It lets you peek at files without having to open them. This is especially useful when you're digging through dozens of files to find the right one.

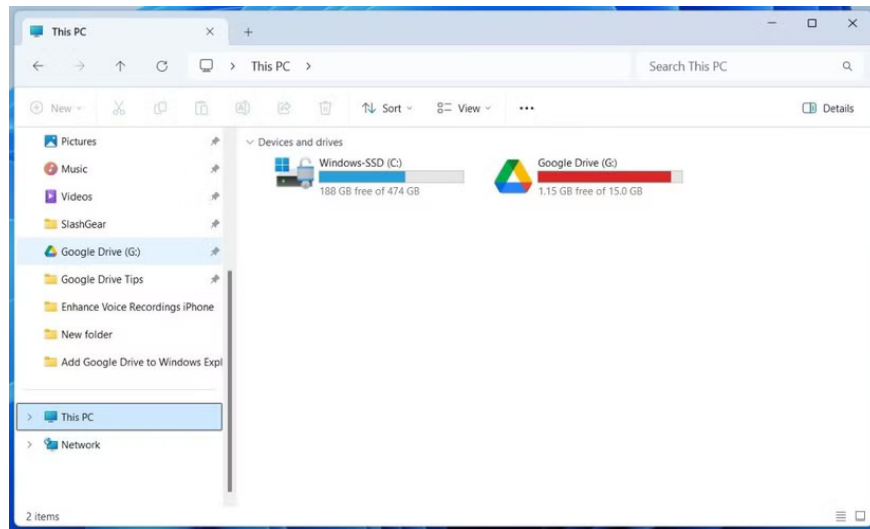
Whether you're flipping through PDFs, reviewing images, or glancing at text files, the Preview Pane provides a quick overview right in your Explorer window. And when you don't need it, you can easily hide it with the **Alt + P** shortcut.

3. Quick Access pane

One of the most used features in File Explorer is the Quick Access pane - the left sidebar that's always within reach. You can pin your frequently used folders to Quick Access so you can jump to them instantly with just one click.

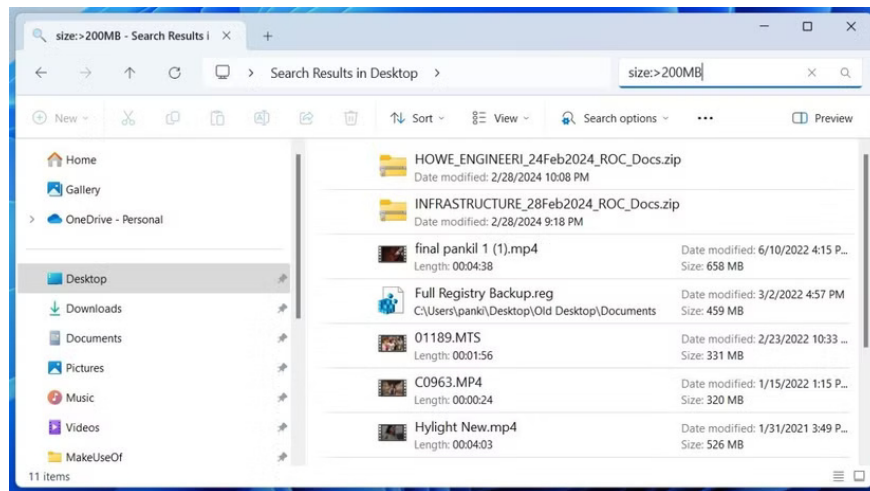
This feature has also been updated to show recently opened folders, which can save you time when you need to review what you were working on. But this pane isn't just for folders. It also provides easy access to the **Home** tab , **This PC** , and **Network** drives .

4. Integration with Google Drive



OneDrive is integrated with File Explorer by default. However, many people prefer to use Google Drive to store their files in the cloud. People appreciate the simplicity of adding it to File Explorer. All you have to do is download the Google Drive app and follow the instructions. Similarly, one can also add Dropbox to File Explorer in the same way. You can then access, manage, and even edit cloud files just like any other local file. This eliminates the need to open a web browser every time you want to access Google Drive, making it much more convenient.

5. Search filter to find files quickly

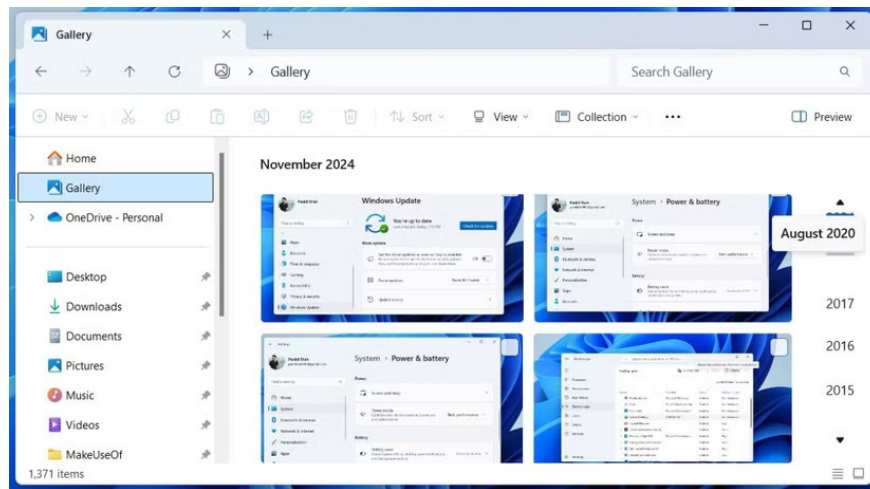


Let's face it - locating important files and folders can sometimes be a headache, even with File Explorer's search function. To solve this problem, use search filters to narrow down your results and quickly find what you're looking for.

Instead of endless scrolling, you can filter your search results by file type, date modified, size, and even more granular options. For example, you can enter **size:>200MB** to quickly find all files larger than 200MB on a specific drive, or **datemodified:last week** to see files you've worked on in the past week.

This saves you a lot of time, especially when you're looking for something specific. You can save searches in your File Explorer, so you don't have to set up filters every time.

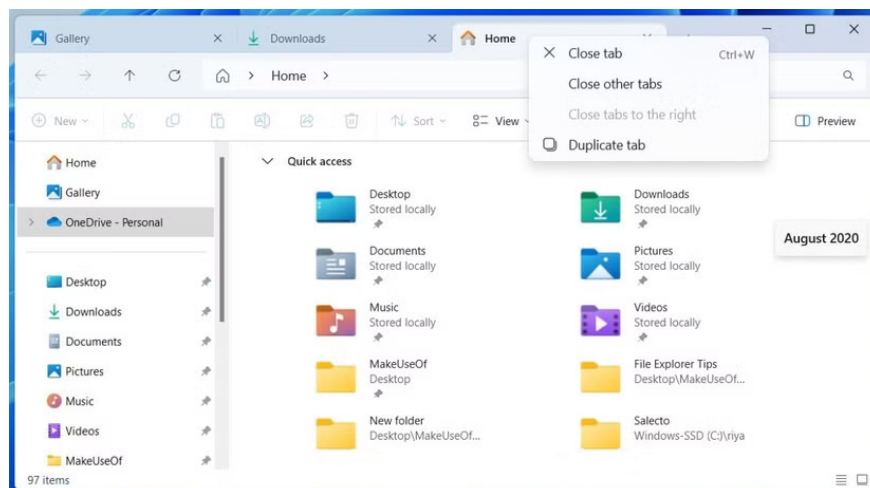
6. Easy access to photos using the Gallery tab



The Gallery tab is one of the recent additions to File Explorer and it's impossible to imagine managing your photos without it.

It collects photos from all your major folders into one easy-to-view location. You can also sync it with your phone for quick access to photos from both devices. Plus, the timeline navigator on the right provides a convenient way to scroll through photos by date.

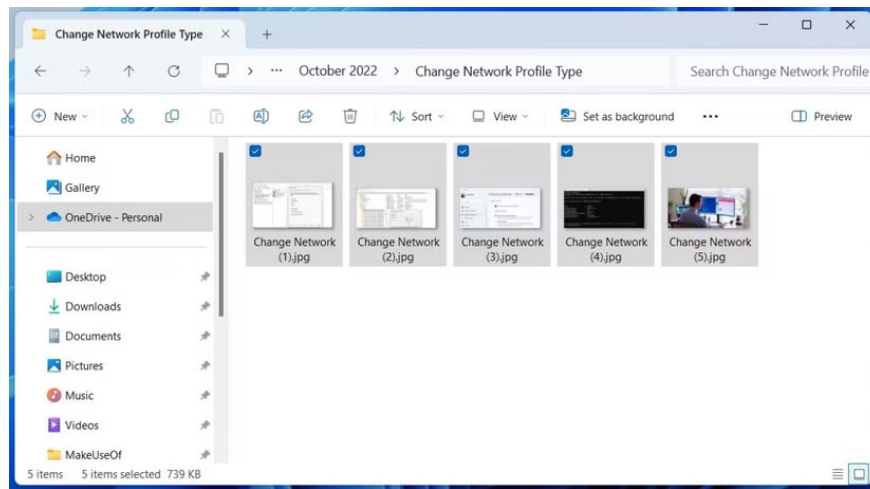
7. File Explorer tabs



File Explorer tabs are one of the best features Windows has introduced in recent years. The ability to open multiple folders in a single window eliminates the need to have multiple windows cluttering up your screen. Navigating between folders, dragging and dropping files is much easier, and keeping everything organized without clutter.

Plus, you can use browser-like shortcuts - **Ctrl + T** to open a new tab, **Ctrl + W** to close a tab, and **Ctrl + Tab** to switch between tabs. Most importantly, efficient and space-saving, these tabs do both perfectly.

8. Rename multiple files in seconds

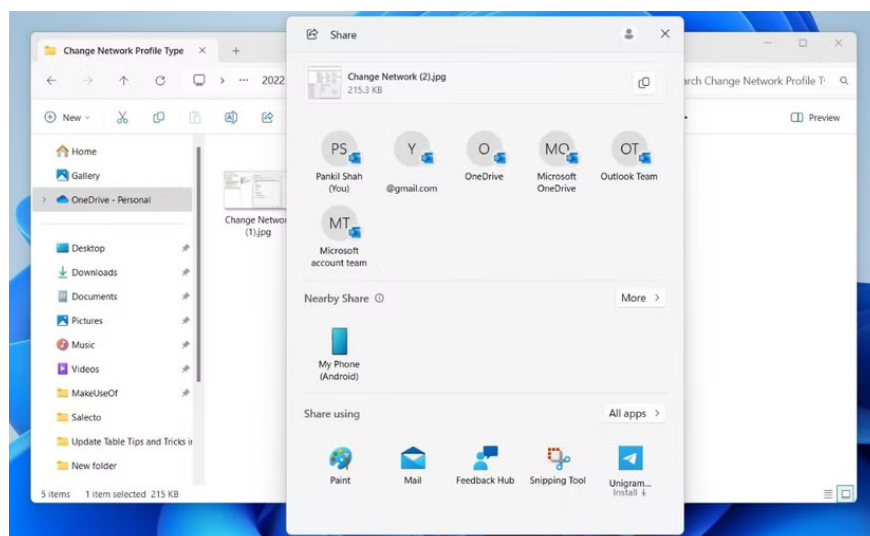


While renaming a single file doesn't take much time, there are times when you need to rename multiple files for organizational purposes or bulk updates.

File Explorer makes this process simple. All you have to do is select the first file, press **F2** to rename it, then just use the **Tab** key to move through the remaining files and rename them one by one - very efficient.

Alternatively, you can select all files, press **F2**, type a name, and press **Enter**. This allows File Explorer to automatically rename them sequentially, such as **Image**, **Image (1)**, **Image (2)**, etc. This feature saves a lot of time when working with large folders of photos or documents.

9. Easy file sharing



One of the most overlooked features of File Explorer is the **Share** button on the toolbar. Use it to email files, send files to your phone via Nearby Sharing, or share files via apps like Teams or WhatsApp.

This way, you don't have to open the app manually. Plus, you can send multiple files at once without any hassle, saving both time and effort.

10. Shortcuts for quick navigation

Finally, navigating File Explorer without keyboard shortcuts is a pain. For example, pressing **Windows + E** will instantly open File Explorer, while **Ctrl + N** lets you quickly duplicate a window. Press **Alt + Left Arrow** to go back to the previous folder, and **Alt + Right Arrow** to quickly move forward.

These shortcuts are huge time-savers. If you're curious, you can find a full list of File Explorer keyboard shortcuts on Microsoft's support page.

File Explorer has improved a lot in recent times, and the features we've highlighted really change the way you use it. Whether it's the tabbed interface, seamless access to cloud files, or the Preview Pane for quickly checking files, these features make a huge difference. If you haven't explored them yet, you should give them a try, you won't regret it!

You finished reading the article "**10 indispensable features of File Explorer**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.