

## Managing Files and Folders – OUTLINE

Copyrighted Presentation Handout and Exercises Not Available Electronically

### Definitions

File – every document, picture, sound (generally, something that when you double click on that opens)

Folder – a collection of files; a way of organizing and storing related files

System folder – documents and settings (& user profile/my documents, my pictures, my music), program files, temp, windows)

My Computer-see all available resources including drives, folders and files

Windows Explorer – almost the same as my computer (put on desktop)

### Viewing and Opening

- Folder Pane – see the structure of folders and files
- + sign in folder list view – indicates subfolders exist. Click to see.
- Views: details, filmstrip, icons, list, thumbnails, tiles
- Types of folders (w/ hand=shared, w/ cable=network, w/ film=video, w/ note=music, w/ picture=pictures [see tools/folder options/file types, highlight type, change program to run])

EXERCISE (2.5) viewing Explorer

- OPEN Windows Explorer, click plus signs to go to UP folder, go to Fundamentals practice folder
- Use the back button
- Click the minus sign

### Opening, Editing and Saving

- File name = user defined name + extension (.doc, .mdb, .txt, .htm(l), .bmp, .wav, .jpg)
- Must be less than 255 characters including the names of all the folders
- Use letters, numbers or spaces (most special characters are not allowed :/,?)

EXERCISE (2.7) opening a file

- Go to staff file in UP/practice; double click and see in browser
- Go to staff file in UP/practice; right click, select “open with,” select wordpad, add word “things;” close, respond yes to save/confirm

### Printing

Directly from Windows Explorer; right click on file; select print from shortcut menu

### Sorting

Clicking columns to change order

### Creating Folders

EXERCISE (2.12) Creating new folders

- In lesson02 folder, create adventure works and freelance copy.
- In freelance copy folder, file/new/new text document. Type Adventure Works Mystery Weekends.txt and do again for Fall Canoe Trips.txt
- Double click on Canoe and in Notepad, enter text and save.

- Use the up button to go up the chain.

### Moving, Copying and Renaming

- Use edit commands: Move To Folder and Copy To Folder OR drag and drop. Use right click to drag to get prompt for move or copy.
  - Rename – right click/rename/type new name
- EXERCISE (2.14) moving, copying, renaming
- [Escape to get out, Edit/Undo to go back]

### Selecting Multiple Files

- Shift+click = from first to last clicked
- CTRL+click = select each clicked file

### Deleting Files and Folders

- ... note the recycle bin except if deleting from floppy or network
- EXERCISE (2.16)
- Deleting and then restoring from recycle bin.