

FILES, FOLDERS, DIRECTORIES

Definitions:

File – A document will be saved as a **file**. You will need to select the **File Type** (i.e. **.doc** for Word Processing, **.mdb** for Access database, **.xls** for Excel spreadsheet, **.ppt** for PowerPoint presentation)

Folder – Windows terminology for a space designated to save files.

Directory – Folder is the same as what was formerly referred to as Directory in the DOS operating system or earlier versions of Windows.

Windows Explorer

My Computer – x-ray vision of “what’s what and where it is”

3 1/2 Floppy A:\

Right click on 3 1/2 Floppy A:\, the left click on following selection to perform task

Copy the disk

Format the disk (remove existing files)

Properties (how much disk space remains)

C:\

Examine folders and files that have been saved to the C:\ drive

My Documents – Open folder by double clicking on folder beside name

Examine folders and files that have been saved to My Documents

D:\

Can be an additional hard drive or a CD ROM

Network Neighborhood

Allows you to see all other computers connected to the same network. By going through Network Neighborhood, folders can be shared so that files can be opened or moved between computers

CREATING AND SAVING FILES

Open MS Word

Create and save 3 files to **My Documents**

Practice 1.doc

Practice 2.doc

Practice 3.doc

Close all files

Close MS Word

Open Windows Explorer

Create a folder in My Documents (refer to handout) – name it Practice

Select the 3 files you created. Drag and drop them into the Practice folder

Close Windows Explorer

Open MS Word

Create and save 1 file named Practice 4 to the Practice folder

Open Windows Explorer

Open the Practice folder

Select the 4 files in your Practice folder – Drag and drop them into Floppy A:\

Close Windows Explorer

RENAMING FILE AND/OR FOLDER

Open Windows Explorer
Open the Practice folder
Right click on Practice 1
Left click on Rename – type a new file name – Practice 2001 – press Enter
Close Windows Explorer

DELETING FILES AND/OR FOLDERS

Open Windows Explorer
Open the Practice folder
Right click on Practice 4
Left click on Delete – you will need to verify that you want to send file to Recycle – Click Yes
Close Windows Explorer

RECYCLE BIN

Open Recycle Bin from your Desktop
You will see files that have been placed there for “disposal”.
You can restore a file to your hard drive by right clicking on the file, left click on Restore.
You can “Empty Recycle Bin” if you want to clear all files from your computer hard drive.
Close Recycle Bin

USING FIND

If you need a file or program located on your computer or network, but you cannot remember its name or location, use the Find File command. Click the Start button, point to Find, and then click Files or Folders.

A dialog box will open that has 3 folders:

Name & Location –

- Named - Type in name of file or *.doc (if you know it is a Word file but cannot remember the name).
- Containing text – Type in phrase or word(s) used in file
- Look in – Specify folder or subfolder
- Click on Find Now

Date –

Find all files – choose different dates, times, etc.

Advanced –

Choose type of program used to create file