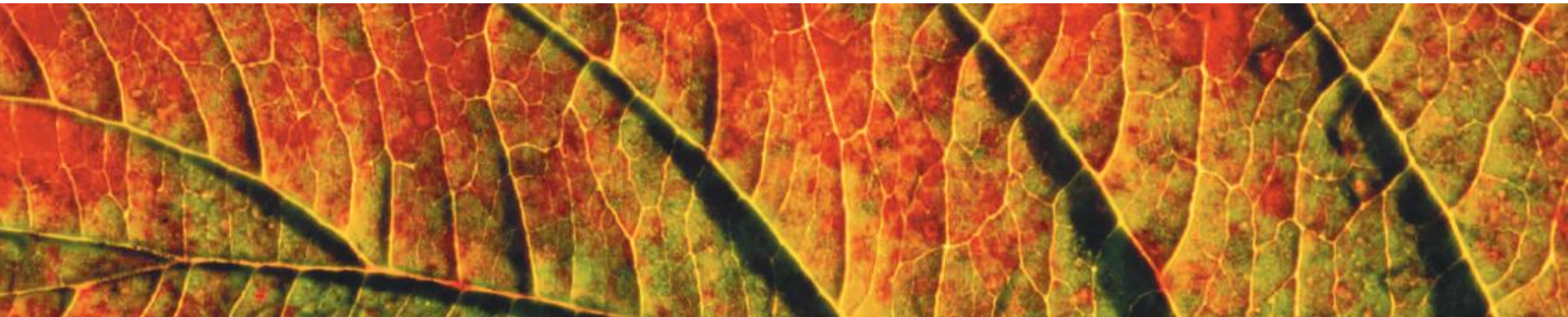


Managing Your Files

Microsoft[®] Office 2010



Objectives

- Develop file management strategies
- Explore files, folders, and libraries
- Create, name, copy, move, and delete folders
- Name, copy, move, and delete files
- Work with compressed files

Files in a Folder Window

The **Back**, **Forward**, and **Recent Pages** buttons take you to folders you have already opened.

Arrow buttons in the Address bar show the path to the current folder.

A **library** is a central place to view and organize files and folders stored anywhere that your computer can access, such as your hard disk, removable drives, and network.

The **Computer** icon in the Navigation pane shows the drives on your computer.

Data Files for this tutorial are stored on a removable disk on this computer.

Use the **New folder** button to create a **folder**, a container for files.

A **compressed (zipped) folder** stores files so they take up less disk space.

A **file icon** indicates the file type.

A **filename** is the name given to a file when it is saved and it identifies the file's contents.

The **Flyer** file is being moved to the **Playground** folder.

A **thumbnail image** previews the file contents for certain file types.

The **file path** is a notation that indicates a file's location on your computer.

A drive is a computer device that can retrieve and sometimes record data on a disk.

The **Details** pane displays information about the selected file.

File Name	Title	Date modified	Content status
Flyer	Add a title	1/27//2013 6:45 PM	Add text

Organizing Files and Folders

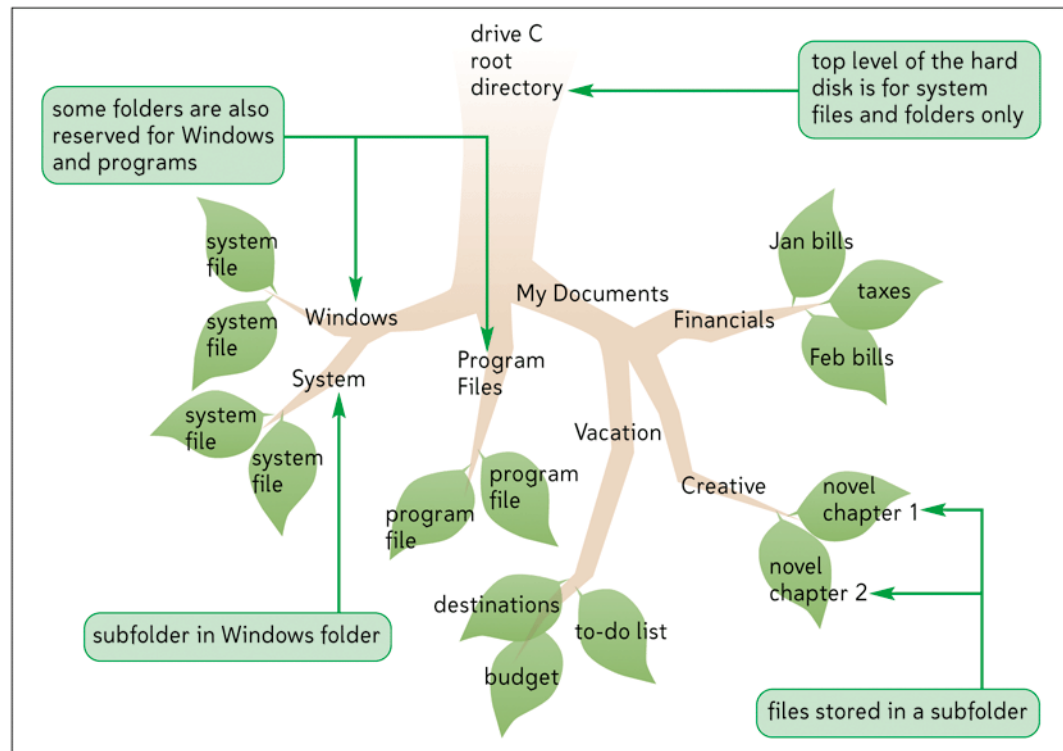
- A file, or document, is a collection of data that has a name and is stored in a computer
- Organize files by storing them in folders
- Disks contain folders that hold documents, or files
 - USB drives
 - Compact discs (CDs)
 - Digital video discs (DVDs)
 - Hard disks
- Each drive is assigned a letter

Understanding the Need for Organizing Files and Folders

- Windows organizes folders and files in an hierarchy, or file system
- Windows stores the folders and important files it needs to turn on the computer in its root directory
- Folders stored within other folders are called subfolders

Understanding the Need for Organizing Files and Folders

Figure 1 Windows file hierarchy



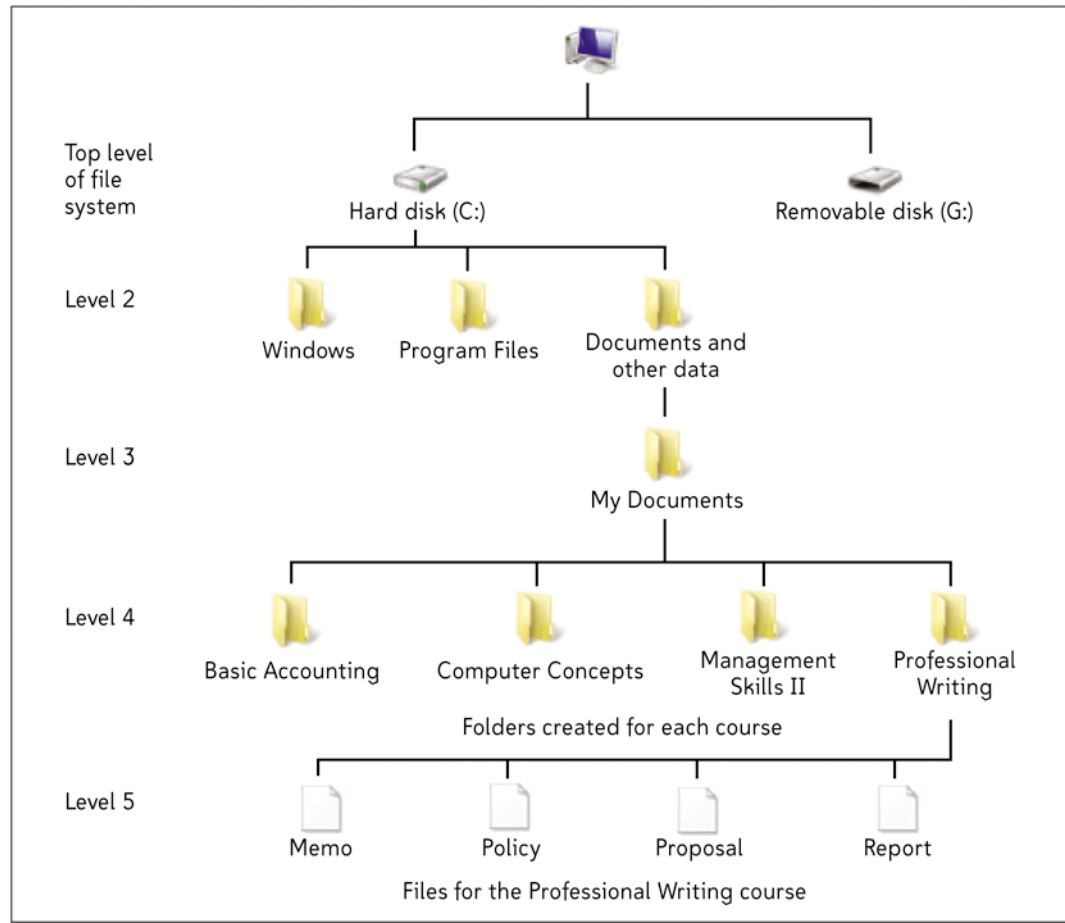
Developing Strategies for Organizing Files and Folders

- Type of disk you use to store files determines how you organize those files
- Storing files on removable media allows you to use simpler organization
- The larger the medium, the more levels of folders you should use
- You should have a backup, or duplicate copy, of important files

Developing Strategies for Organizing Files and Folders

Figure 2

Organizing folders and files on a hard disk

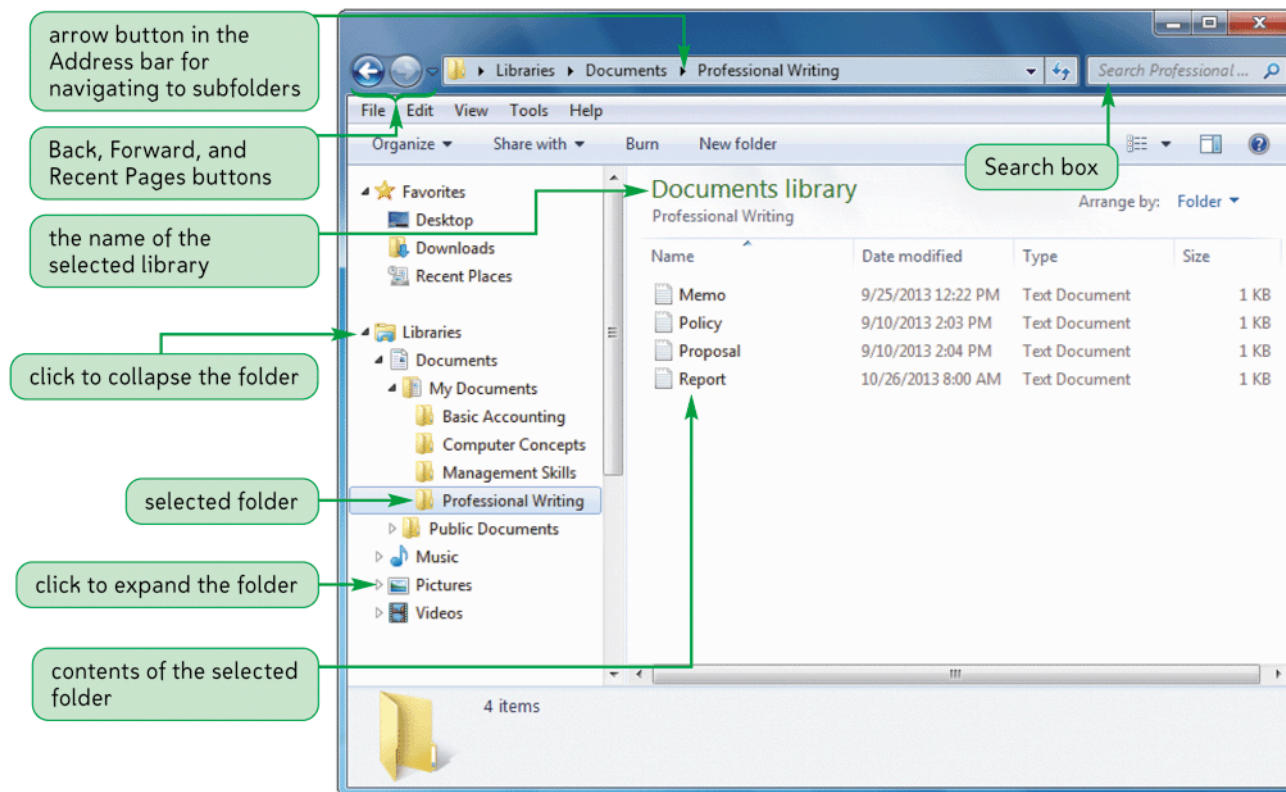


Exploring Files, Folders, and Libraries

- Windows Explorer and the Computer window show the drives, folders, and files on your computer
 - Each has a slightly different view
- A folder window displays the files and subfolders in a folder
 - Divided into two sections, called panes

Exploring Files, Folders, and Libraries

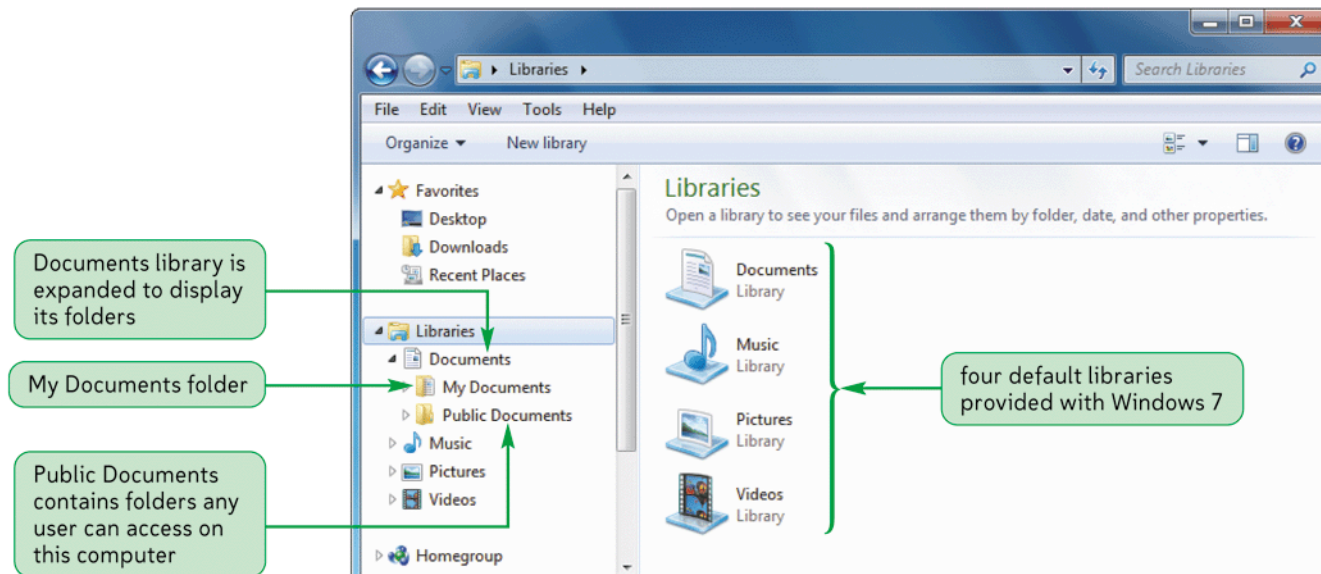
Figure 3 Viewing files in a folder window



Using Libraries and Folders

- When you open Windows Explorer, it shows the contents of the Windows built-in libraries by default
- Libraries display similar types of files together, no matter where they are stored

Figure 4 Viewing the contents of the Documents library



Navigating to Your Data Files

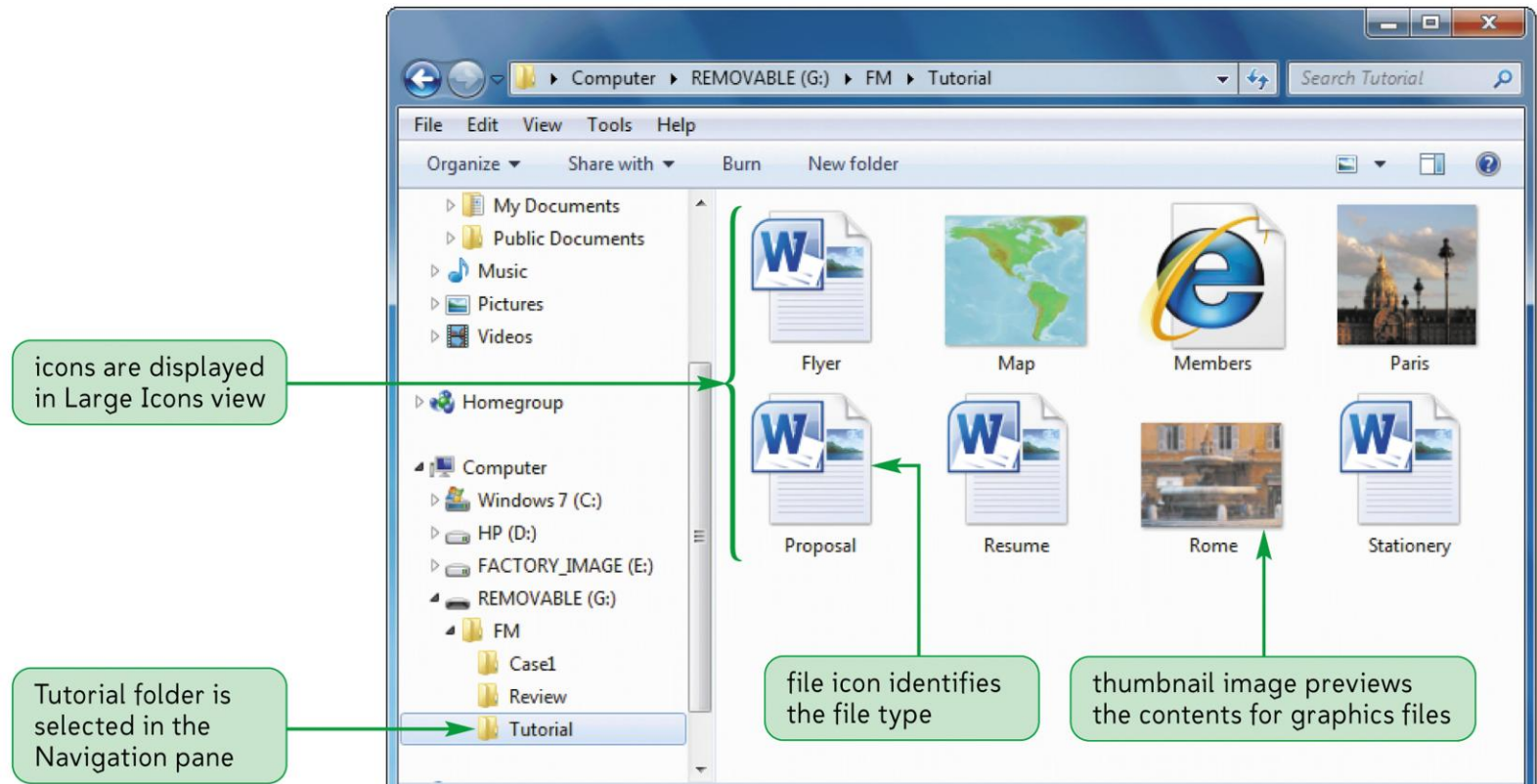
- The file path is a notation that indicates a file's location on your computer

G:\FM\Tutorial\Map.png

- G: is the drive name
- FM is the top-level folder on drive G
- Tutorial is a subfolder in the FM folder
- Map.png is the full filename with the file extension

Navigating to Your Data Files

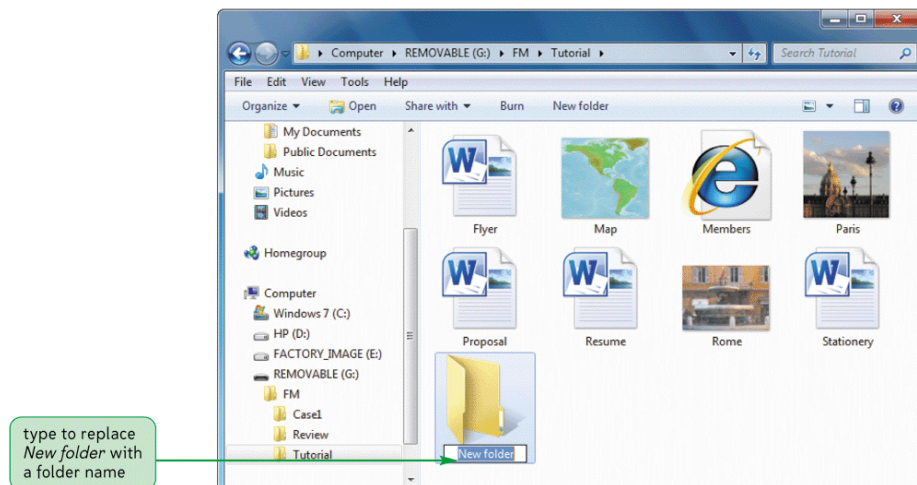
Figure 6 Files in the Tutorial folder in Large Icons view



Managing Folders and Files

- Creating a folder
 - In the Navigation pane, click the drive or folder in which you want to create a folder.
 - Click New folder on the toolbar.
 - Type a name for the folder, and then press the Enter key.

Figure 7 Creating a folder in the Tutorial folder



Working with Folders and Files

- Moving and Copying Files and Folders
 - Moving a file removes it from its current location and places it in a new location you specify
 - Copying places the file in both locations

Working with Folders and Files

- Naming and Renaming Files
 - Filenames provide important information about the file, including its contents and purpose
 - Main part of the filename
 - Dot
 - File extension
 - A filename extension identifies file type and indicates program in which file was created

Working with Folders and Files

- Deleting Files and Folders
 - Recycle Bin is an area on your hard disk that holds deleted files until you remove them permanently

Working with Compressed Files

- Files stored in a compressed (zipped) folder take up less disk space
 - Allows you to transfer files more quickly
- Extracting a file creates an uncompressed copy of the file in a folder you specify, while the original file remains in the compressed folder
- Compression programs
 - WinZip

Figure 9

Creating a compressed folder

