C2- S2-**HANDOUT**

File Explorer is an application to navigate and manage files and folders on Windows.

The current folder path   Search tool

Your quick access

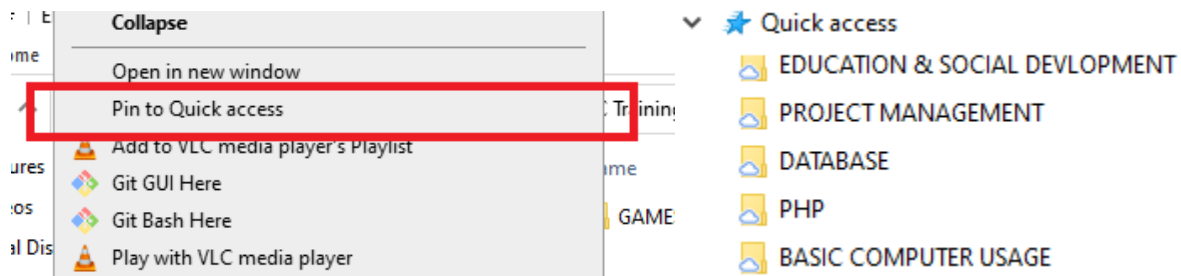All drives

The current folder content
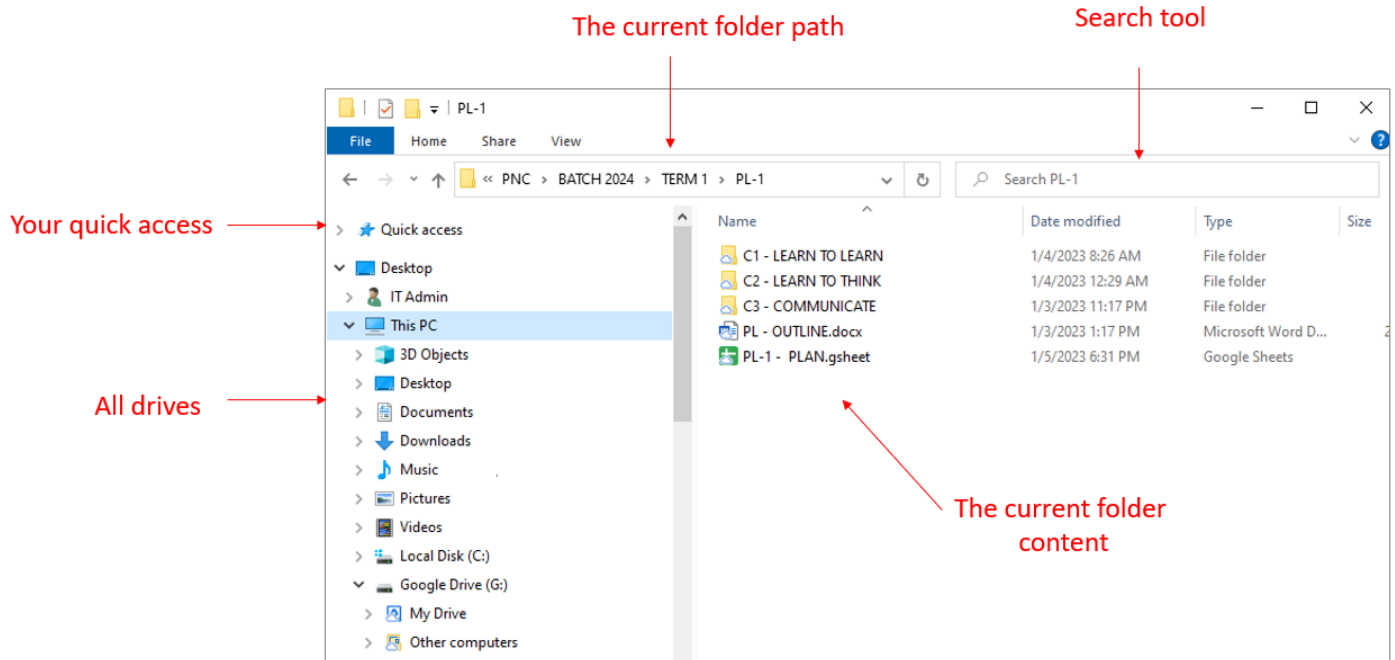
Windows + E key is an easy way to open **File Explorer**
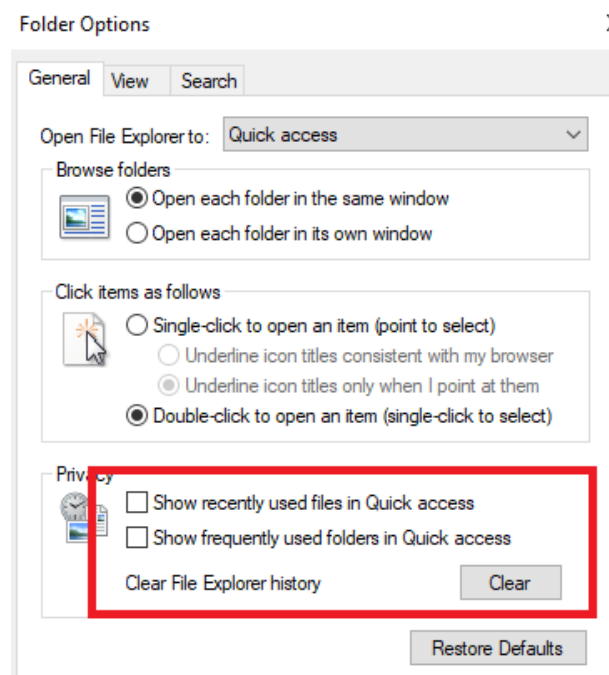
File Explorer **components**

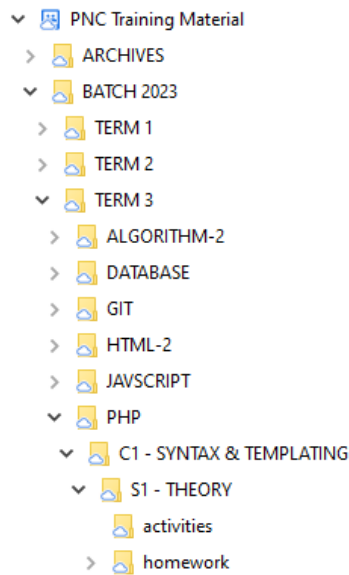- The **QUICK ACCESS AREA** allow you to pin your favorite folder

Right click on the folder to PIN it to the Quick access

TIPS: You should hide the recent files in the QUICK ACCESS – TO do it disable the option in the options

- The **NAVIGATION AREA** allow you to see the content of each drive of your computer
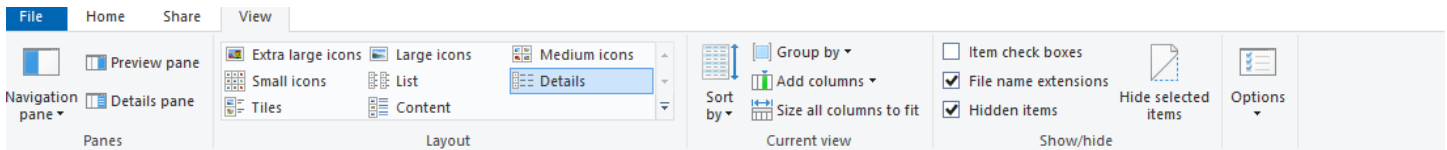
A drive is composed of folders and sub folders

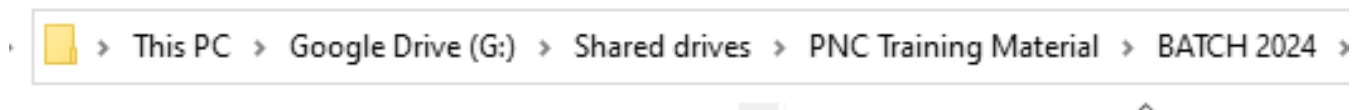- The **SEARCH AREA** allow you to search for file or folders with key words

Search for a file or folder by typing text on this zone

- The **RIBBON AREA** allows you to customize how you want to display your folders and files

- The **ADDRESS BAR** allows you to enter a file location:
  o You need to start with the drive letter (C:)

For example, in the above address bar, the folder BATCH 2024 is located at following file path:

```
G:\Shared drives\PNC Training Material\BATCH 2024\
```

- The **FILE AREA**
  This is where the contents of the current folder are displayed. It's also where your search results appear when you enter a search term in the search box.

  You can:
  - o **Hide** or **display** some columns
  - o **Sort files** by name, date modified.
  - o **Group files** with a criteria

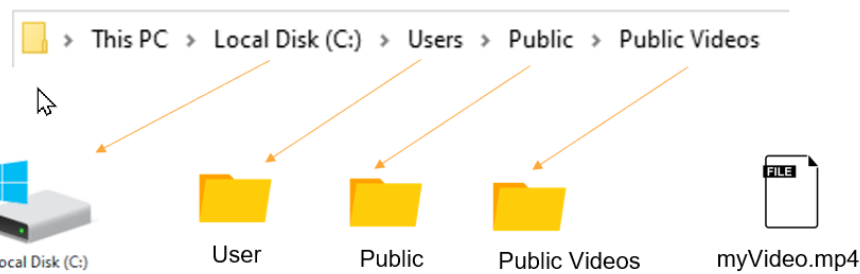| Name	Date modified	Type	Size
01-ORGANISATION	1/12/2023 11:04 AM	File folder	
02- PRODUCT SPECIFICATION	1/15/2023 6:23 PM	File folder	
03- COACHES FOLLOW UP	1/8/2023 10:10 PM	File folder	
04 - PRESENTATION JURY	1/8/2023 10:10 PM	File folder	
05 - EVALUATION	1/8/2023 10:11 PM	File folder	

- The **DOWNLOAD FOLDER**

The download folder contains all the files you will download from internet

- ✔ 🖥 Desktop
  - > 👤 IT Admin
  - ∨ 🖥 This PC
    - > 🧊 3D Objects
    - > 🖥 Desktop
    - > 📄 Documents
    - > ⬇ Downloads
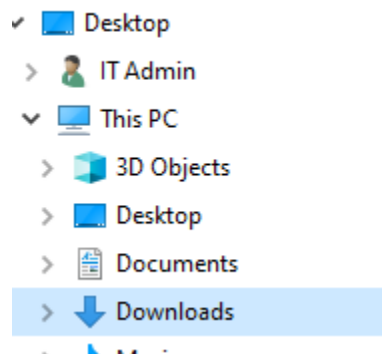
💡 TIPS: You should **clean this folder** regularly

Hierarchy of folders

- A file is always located on a **specific drive**
- A file is always located on a parent
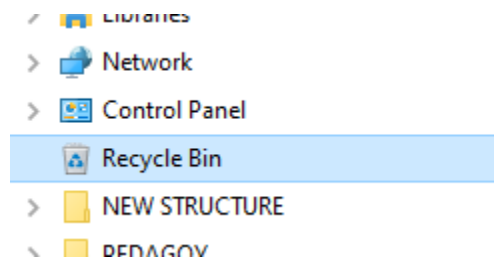- Parent folder can also have a parent folder

This PC > Local Disk (C:) > Users > Public > Public Videos

Local Disk (C:)   User   Public   Public Videos   myVideo.mp4

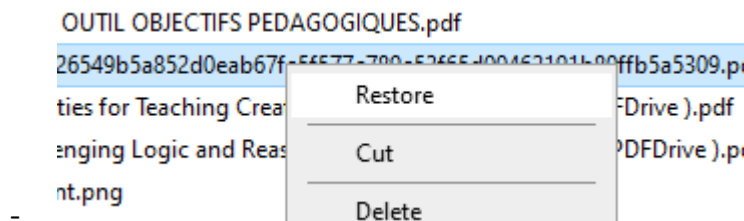C:\User\Public\Public Video\myVideo.mp4

Look at above file structure

- What is the parent of /Public folder?

The recycle bin

- The recycle bin contains file **you have deleted**

- You can **restore** then the by right click or drag and drop the file to another folder

- You can **empty** the bin to delete the file forever

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EMPTY BIN   NOT EMPTY BIN

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