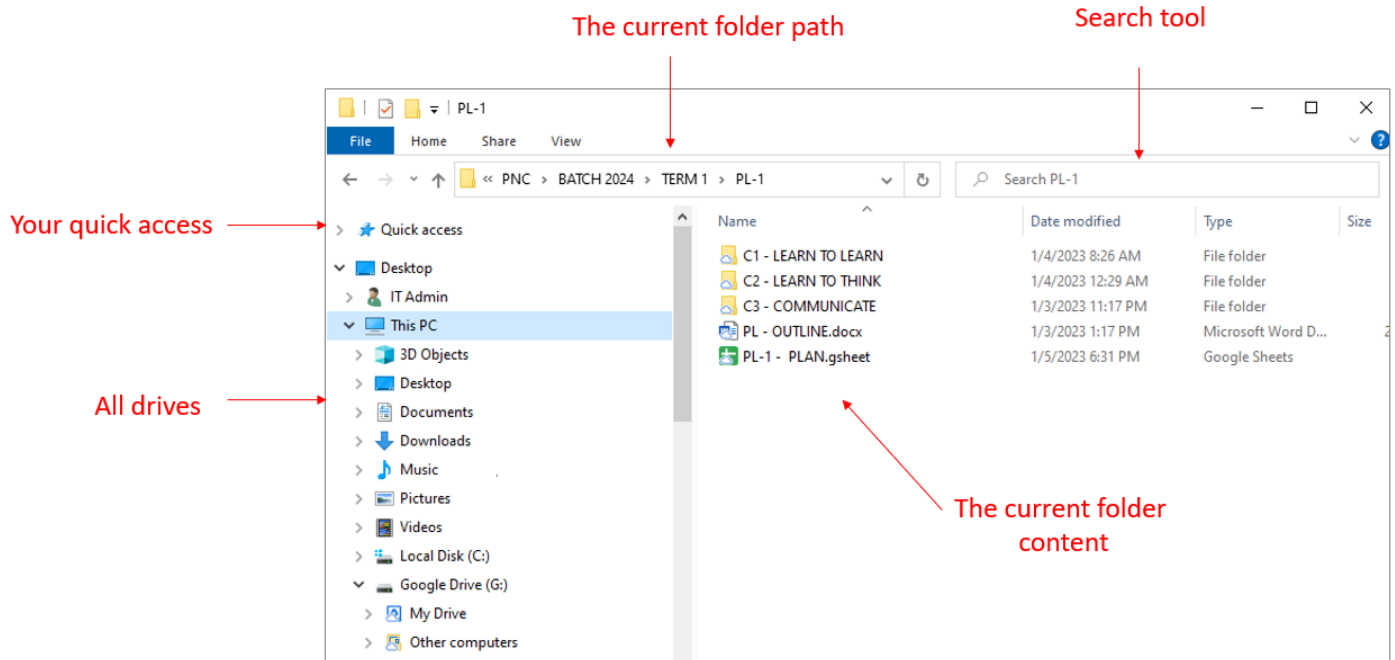


# C2- S2-HANDOUT

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

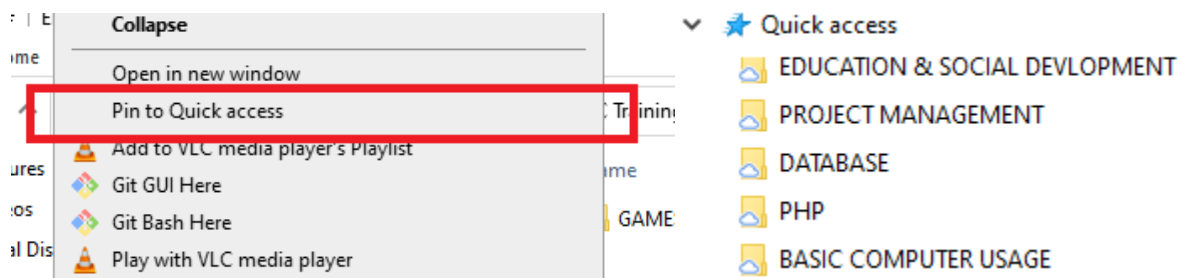


Windows + E key is an easy way to open **File Explorer**



## File Explorer components

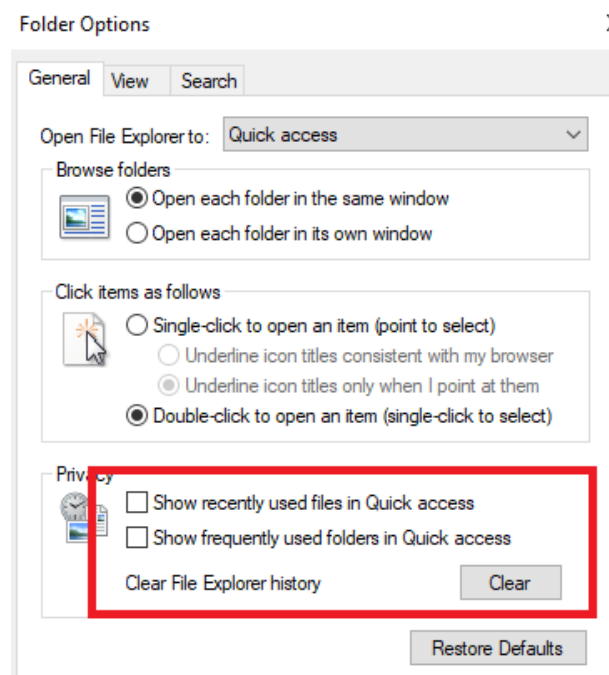
- The **QUICK ACCESS AREA** allow you to pin your favorite folder



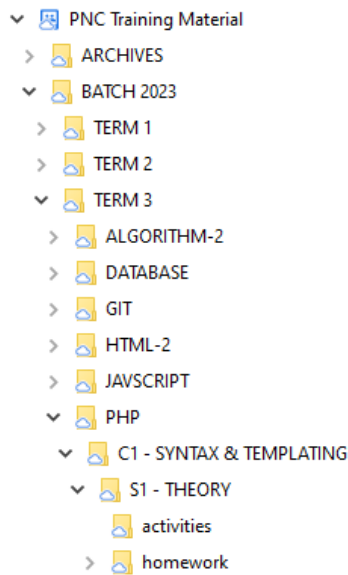
*Right click on the folder to PIN it to the Quick access*



**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



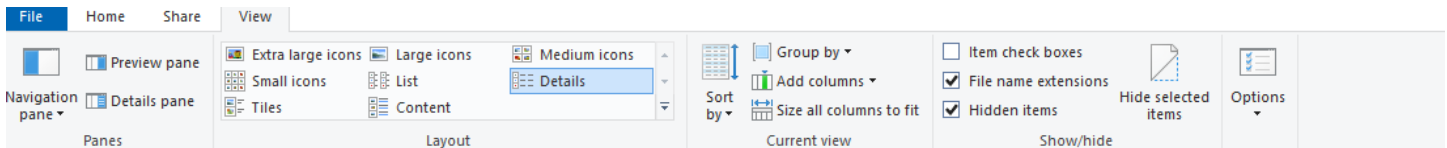
*A drive is composed of folders and sub folders*

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

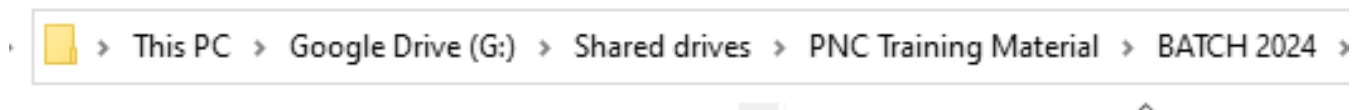


*Search for a file or folder by typing text on this zone*

- 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.

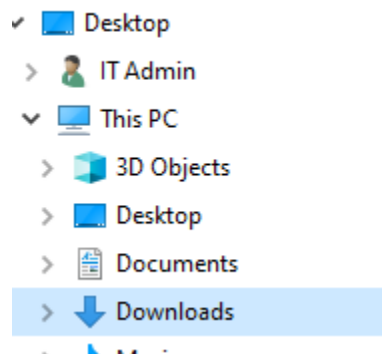
You can:

- **Hide** or **display** some columns
- **Sort files** by name, date modified.
- **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**

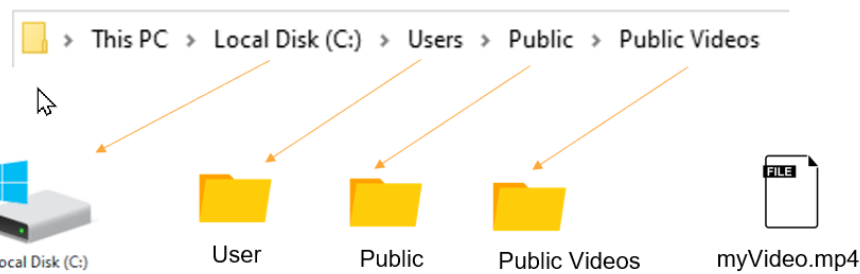
The download folder contains all the files you will download from internet



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



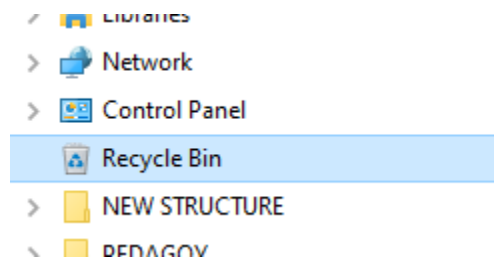
C:\User\Public\Public Video\myVideo.mp4

Look at above file structure

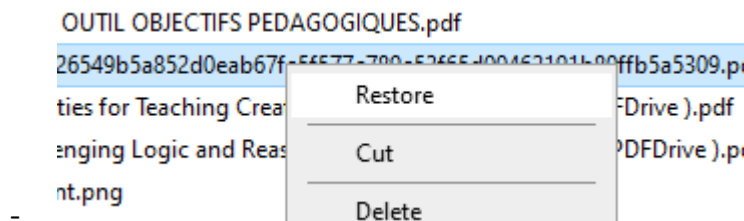
- What is the parent of /Public folder?

## 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

