- 1. 2. 5. Managing files on PCs and in the cloud -

Unless you use your computer exclusively as a game machine, learning to manage your “stuff”—your documents, programs, and communications—is probably the single most critical computing skill you need to acquire.

The addition of cloud services adds extra organizational challenges, especially as you juggle multiple devices with different storage capacities.

The primary tool for managing files in Microsoft Windows 10 is File Explorer (the direct descendant of what was known as Windows Explorer in Windows 7 and earlier versions).

File Explorer is an amazingly powerful tool, filled with features that can streamline your work processes and make it easier to find digital music files and photos.

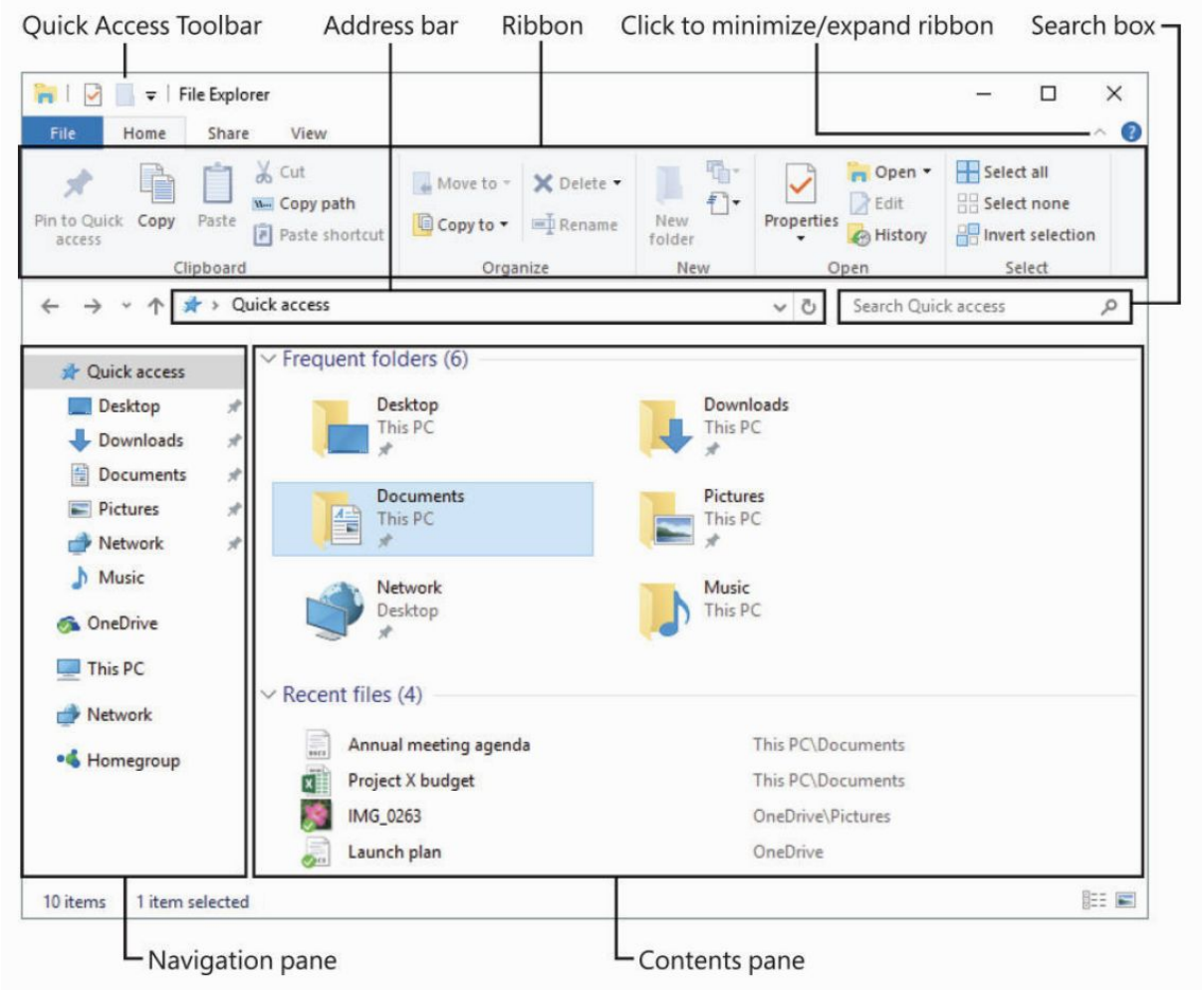
Mastering File Explorer

You can’t become a Windows expert without learning how to move quickly and confidently through File Explorer.

This general-purpose tool is used throughout Windows for all sorts of file-management tasks, for opening and saving files in Windows programs, and even in parts of the Windows shell.

The more you understand about how File Explorer works, the more effective you’ll be at speeding through tasks without unnecessary delays.

The next figure shows the default File Explorer layout:



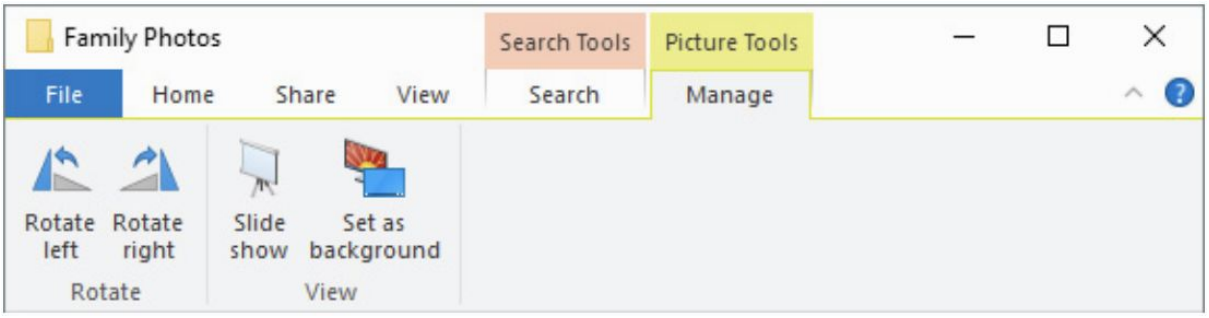
If, by any chance, this aspect of the user interface is new to you, the only thing you need to know is that it replaces the old system of drop-down and cascading menus with a set of top-level tabs—Home, Share, and View in the example shown in the previous figure.

Click a tab heading to display available commands for that tab, which are organized into groups—Clipboard, Organize, New, Open, and Select on the Home tab, for example.

More important points to note are the following:

- The command bar from Windows 7 days is gone. The ribbon itself provides the context-specific commands that used to appear on the command bar.
- Unlike its Office counterpart, the commands and groups on the File Explorer ribbon cannot be customized. What you see is what you get.
- The ribbon can be minimized or not, according to your preference. If the ribbon is minimized, it looks very much like a menu, with the commands for a tab appearing only when you click the tab heading. To switch between the full ribbon and this minimized version, use the Expand/Minimize arrow to the right of the tab headings, or just double-click any tab heading.
- When you select folders or files that File Explorer recognizes as pictures, music, or videos, an additional tab appears at the right side of the ribbon, under a

color-coded heading. Likewise, selecting a library from the navigation pane or clicking in the search box displays additional tabs with commands relevant to those contexts. These extra tabs can be combined. If you display the contents of the Pictures folder, for example, and then click in the search box, new tabs appear under the Search Tools and Picture Tools headings, as shown here:

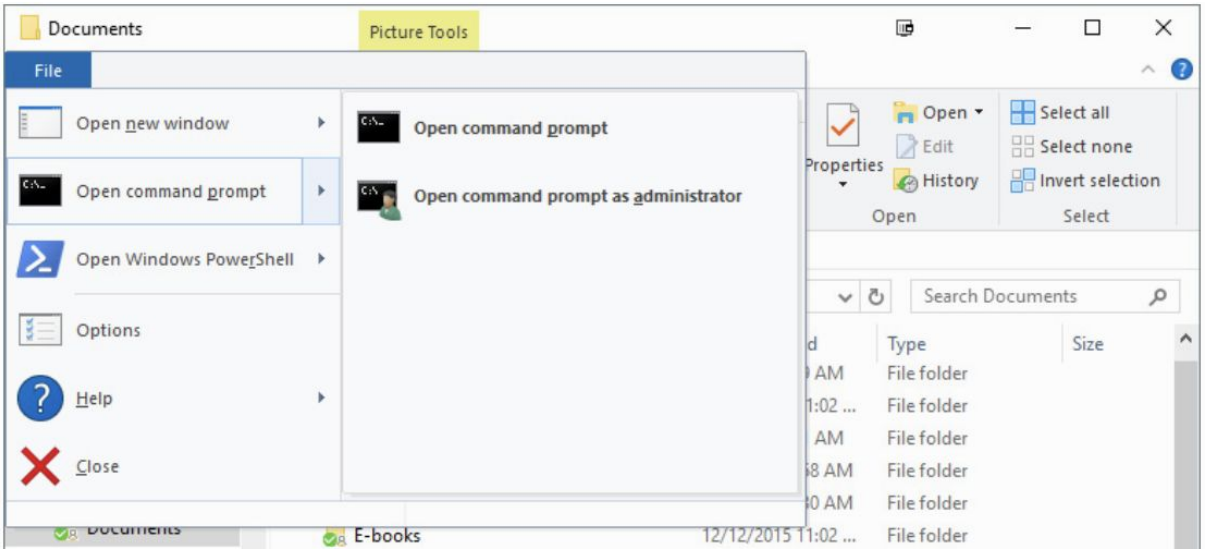


- Most of what's on the ribbon is also available on the menus that appear when you right-click files or folders. If you ever become impatient when trying to find a command on the ribbon, right-click in the contents pane and look there. Microsoft adopted the ribbon to reduce the number of cascading submenus that we all used to have to traverse. But sometimes the old ways seem simpler; it's your choice.

To the left of the ribbon tabs, displayed in blue, is the File menu.

There you'll find commands for opening a new File Explorer window and for adjusting folder and search options, as well as a list of recently used folders for quick navigation.

If you're proficient with managing files at the command line, the most interesting options on this menu are the ones that allow you to open a Command Prompt (Cmd.exe) window or a Windows PowerShell session, using the current folder as the path, with or without administrative privileges.



The design goal of the ribbon is to put the commands you use most often front and center, easy to find. A secondary benefit is that it makes less frequently used commands easier to discover. Here are a few gems that merit your attention:

- The Copy Path command, on the Home tab, puts the path of the current folder or file on the Clipboard. This is handy for sending someone a link to a network share via email. As an alternative, you can click in the address bar and press Ctrl+C, or you can press Shift as you right-click a file or folder, and then click Copy As Path on the shortcut menu.
- The Move To and Copy To commands, also on the Home tab, drop down a list of likely targets (recently used folders) for your move and copy operations. If none of those recent folders are appropriate, click Choose Location.
- The Zip command, on the Share tab, instantly creates a Zip (compressed) file from the current selection, thereby providing an alternative to the time-honored approach of right-clicking and choosing Send To, Compressed (Zipped) Folder.
- On the View tab, you'll find handy commands for showing or not showing files and folders with the Hidden attribute. Another command nearby lets you assign the Hidden attribute to the current selection.

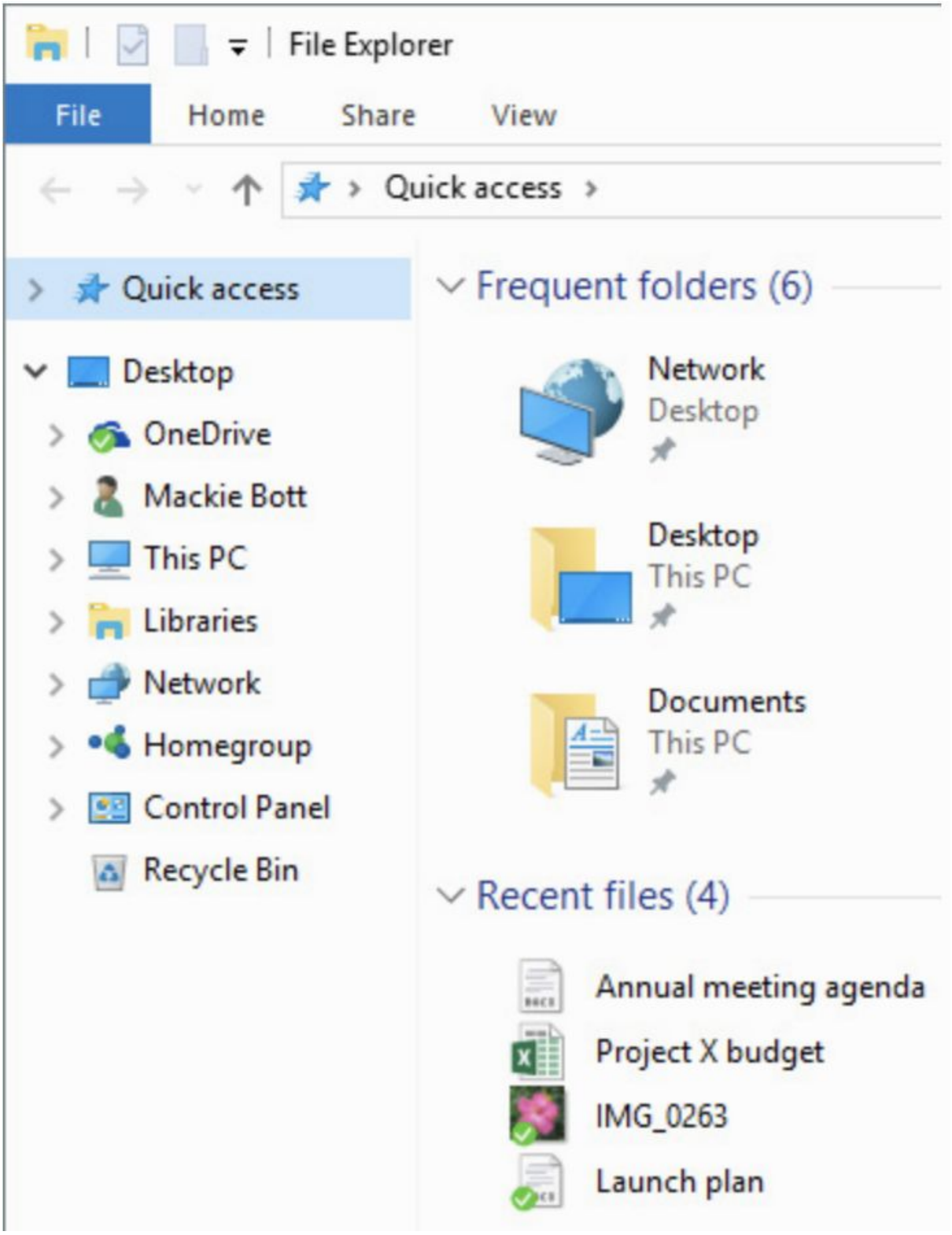
Using the navigation pane

In its default arrangement, the navigation pane on the left is arranged into nodes that expand and collapse on demand.

Each top-level node offers a starting point for navigating through files on your computer, on your network, and in the cloud.

If you prefer the older, tree-style view with a single hierarchy, click View > Navigation Pane > Show All Folders.

With the Show All Folders option selected, the navigation pane looks like the example shown in the next figure:



Note that the Quick Access menu is collapsed, making the listing even more compact.

The folder hierarchy includes your profile folders (which you can expand by clicking your user name in the navigation pane), any media folders on your network to which you have access (which appear directly under This PC), Control Panel, and the Recycle Bin.

From the Navigation Pane menu on the View tab, you can clear the Navigation Pane entry to make this element completely disappear.

Unless you're working on a tiny tablet with extreme space constraints, we can't imagine why you would want to choose this option.

This same menu does, however, contain two additional selections you might find useful:

- Expand To Open Folder. By default, selecting any item in the navigation pane simply displays its contents in the pane to the right. If you select Expand To Open Folder, File Explorer opens the parent folder of the folder you select in the contents pane, making it easier to see where the selected item fits in the File Explorer hierarchy.
- Show Libraries. If you choose to directly manage files stored in libraries, you might want to include them in your navigation pane. If you select the Show Libraries option, all of your libraries—those that Windows provides and any you create yourself—appear in a node in the navigation pane. If you want to see only particular libraries, click the Libraries node heading, and then right-click each library you want to remove and click Don't Show In Navigation Pane. To restore a library to this node, use the Show In Navigation Pane command. Both commands are also in the Manage group on the Libraries Tools tab.

Navigating faster with Quick Access shortcuts

The Quick Access node, which appears at the top of the navigation pane in all configurations, is new in Windows 10.

When it's selected, the contents pane displays two groups of shortcuts: frequently used folders at the top, recently used files beneath it.

Windows makes some intelligent choices about what to display under Quick Access, but you can customize this to suit your needs.

In the Frequent Folders section, you'll find some folders marked with pins and others without one.

The pinned folders always appear under Quick Access (unless you unpin them).

The unpinned folders are ones you recently worked with, and these folders are replaced by others if you begin to use them less frequently.

You can unpin a pinned folder by right-clicking it and then clicking Unpin From Quick Access.

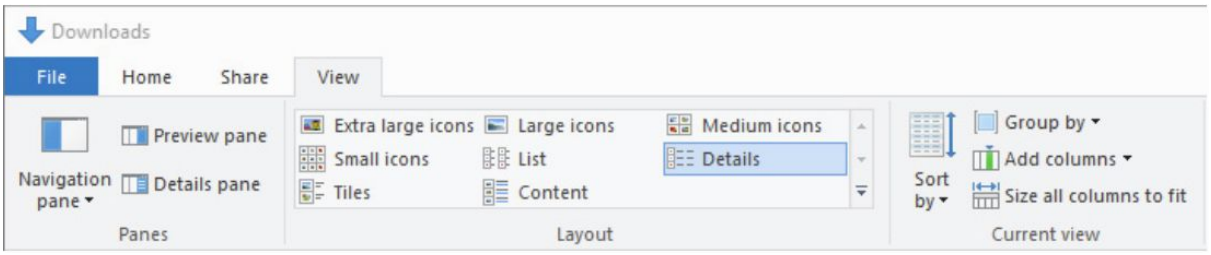
And you can make any folder anywhere a permanent resident of Quick Access by right-clicking it and then clicking Pin To Quick Access.

Layouts, previews, and other ways to arrange files

You can adjust the display of any individual folder's contents in File Explorer by means of options in the Layout group on the View tab.

As the next figure shows, your choices are numerous: icons in various sizes, Tiles, List, Details, and Content.

Display options are folder-specific and persistent.



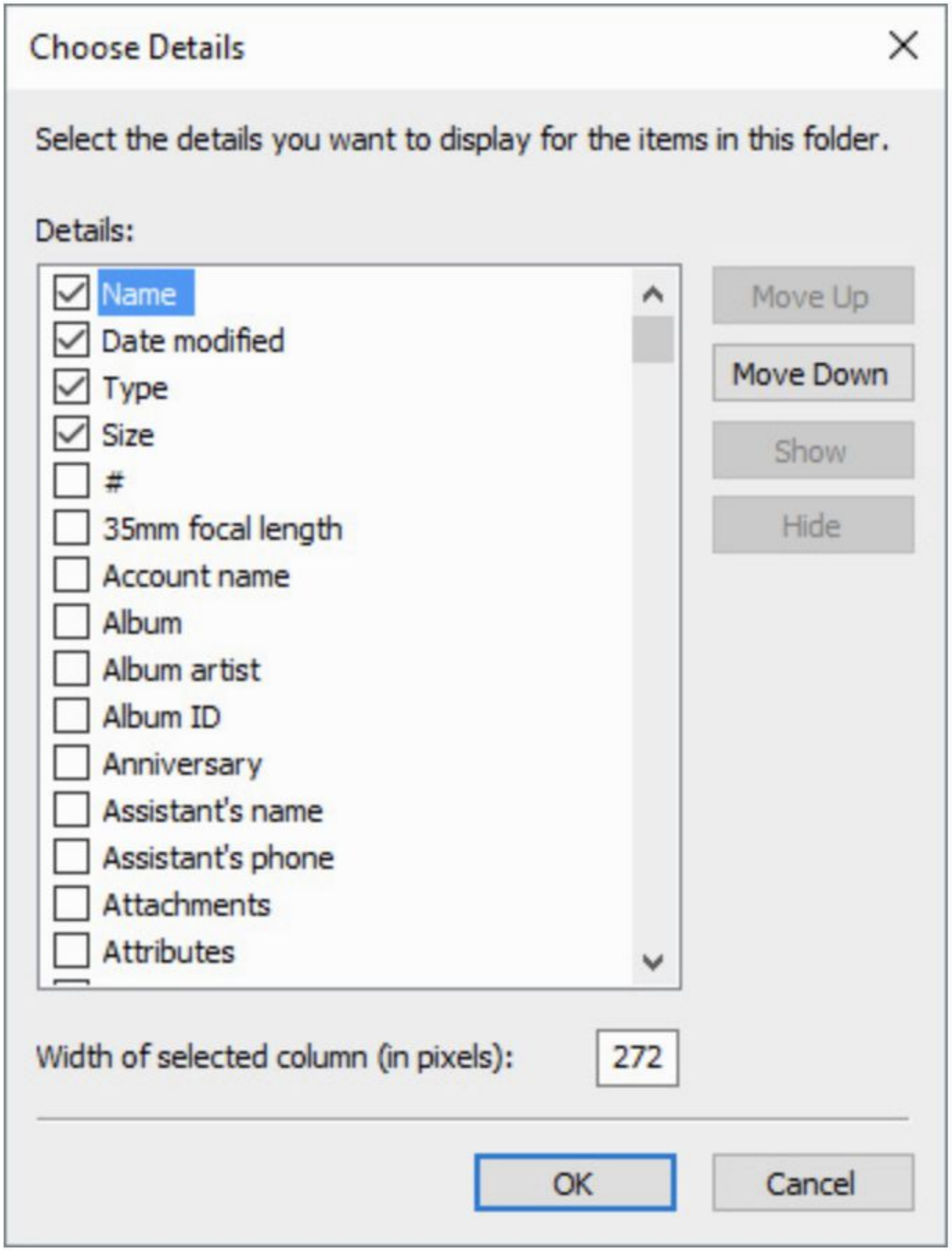
Details view is one of the most important alternatives, offering a multicolumn tabulation of your files that unlocks a wide range of sorting, filtering, and search options.

The default arrangement of column headings is determined by the folder type, but you can tailor this arrangement in any folder.

To add or remove a column heading while in Details view, right-click anywhere in the row of column headings.

Alternatively, click the View tab and then click Add Columns in the Current View group.

If the list of column headings that appears doesn't include the one you want, click the option at the bottom of the list.



Headings in Details view are important for sorting and grouping data as well as simply displaying it.

The View tab also contains commands to show an optional pane on the right side of the contents pane.

This pane can either show a preview of the currently selected file—supported file formats include most image files, Microsoft Office documents, and PDF files—or details about the current file.

Either command is a toggle.

Click once to make the pane visible; click again to hide the pane.

Using compressed (zipped) folders

Depending on the file type, you can dramatically reduce the amount of disk space used by one or more files by compressing those files into a zipped folder.

You can also combine multiple files into a single Zip file while preserving the folder hierarchy of that group of files.

Don't be fooled by the name: a zipped folder (also known as a Zip file or archive) is actually a single file, compressed using the industry-standard Zip format and saved with the .zip file name extension.

Any version of Windows can open a file saved in this format, as can other modern operating systems.

The format is also accessible with the help of many third-party utilities.

To create a new archive using zipped folders, follow these steps:

1. In File Explorer, display the folder in which you want the new archive to reside.

2. Right-click any empty space in the folder, and then click New > Compressed (Zipped) Folder.

3. Name the folder.

To extract individual files or folders from a zipped folder, open it in File Explorer and then drag the items you want to extract to a new location, or use the Clipboard to copy and paste.

To extract all items from a zipped folder to a specific location, right-click the zipped folder icon and then click Extract All, or open the zipped folder in File Explorer and click Extract All on the Extract tab on the ribbon.

Organizing personal data with user profile folders and libraries

The first step on the road to effectively organizing your personal data is to know where it is.

Windows uses a logical organizational structure that helps keep data together in known system folders.

As we explain in this section, you can change the location of some of these folders to make best use of your available storage.

You can also create virtual storage locations called libraries to make searching easier.

What's what (and where) in your user profile

Your personal data—settings and files—are stored by default in your user profile, which is created by copying the contents of the Default profile to a new folder when you sign in to a user account for the first time on a device.

In addition to predefined folders for personal documents and digital media files, this new profile also includes the details that define the desktop environment: the user's own registry settings (HKEY_CURRENT_USER) as well as user data and settings for installed apps and desktop programs.

In addition to individual user profiles, the operating system creates a Public profile containing a group of folders that mirror those in your user profile.

You can see the Public Documents, Public Music, Public Pictures, and Public Videos folders in their matching libraries.

The advantage of these folders is that other users can save files to these locations from different user accounts on the same computer or from across the network.

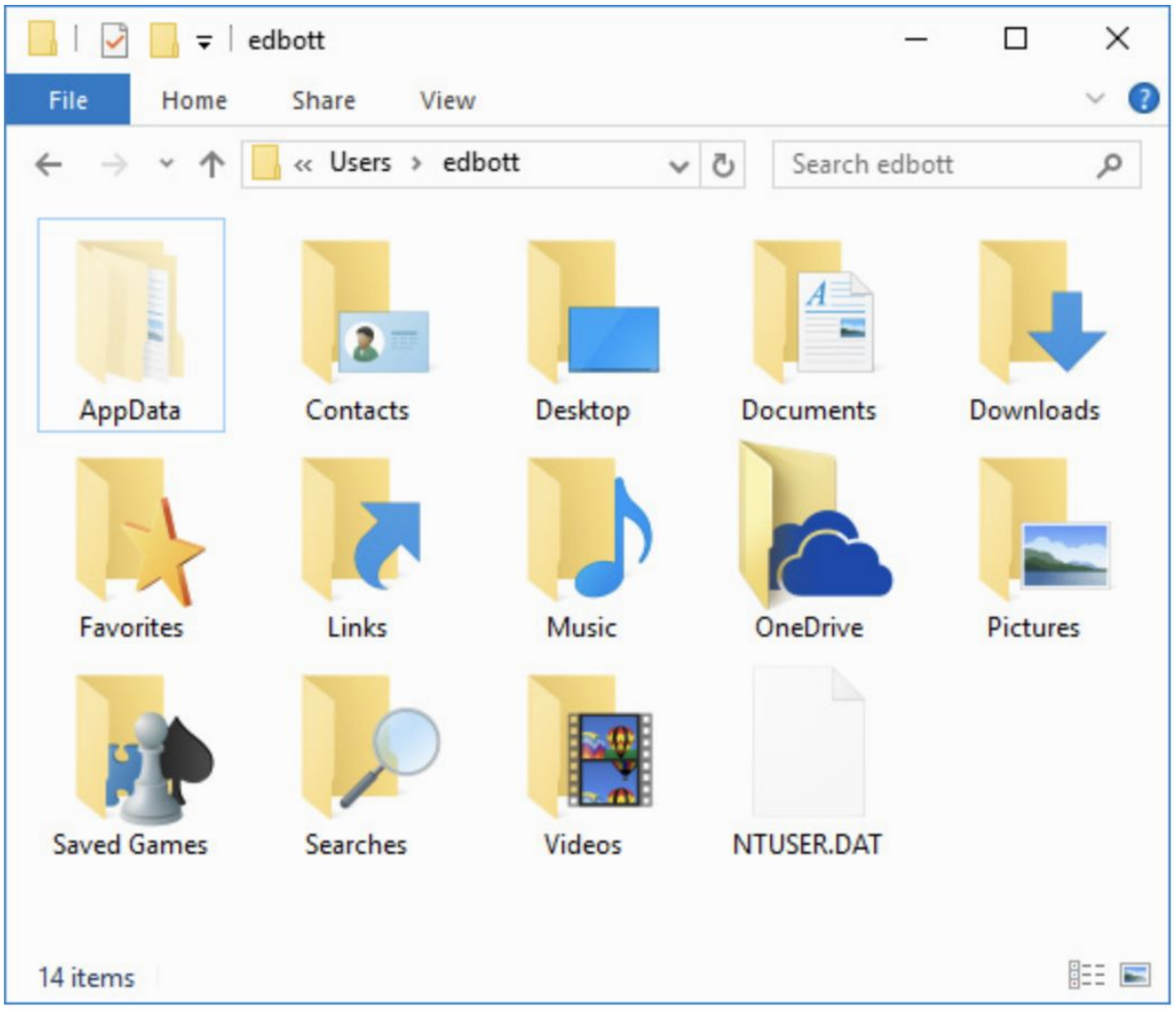
Local user profiles are stored in %SystemDrive%\Users.

Each user's profile is stored in a subfolder whose name is based on the user account name (for example, C:\Users\Katy).

The entire path for the current user's profile is accessible via another commonly used environment variable, %UserProfile%.

If you have File Explorer's navigation pane set to show all folders, you can see the subfolders of your profile by clicking your user name in the navigation pane.

To see the folders included in your user profile, open its folder directly from C:\Users or from the drop-down menu at the left of the address bar.



The personal data folders (Documents, Downloads, Music, Pictures, and Videos) serve as the default location for applications that use those file types.

Here's everything you need to know about the remaining folders:

- Contacts. This folder first appeared in Windows Vista and was designed to store contact information used by Windows Mail. It is not used by any programs included in Windows 10 and is maintained for compatibility purposes with third-party personal information management programs.
- Desktop. This folder contains items that appear on the user's desktop, including files and shortcuts. A Public counterpart also contributes items to the desktop. A link to this location appears in the Quick Access section of the navigation pane.
- Favorites. Internet Explorer saves shortcuts to websites here. Microsoft Edge handles its favorites collection differently. To manage Internet Explorer favorites in File Explorer, type the shortcut shell:favorites in the address bar.
- Links. In Windows 7, this folder contains shortcuts that appear in the Favorites list at the top of the navigation pane. Its contents are not used in Windows 10.
- Saved Games. This folder is the default storage location for apps that can save a game in progress.

- Searches. This folder stores saved search specifications, allowing you to reuse previous searches.

Relocating personal data folders

The organizational scheme that Windows uses for personal data folders—keeping documents, music, pictures, and so on in visible subfolders of %UserProfile%—is perfectly appropriate for most configurations.

In fact, for portable devices and all-in-one PCs that have only a single storage device, it's the only option.

On desktop PCs that include options for multiple storage devices, some users prefer to separate documents and other profile data from the system drive.

This configuration offers the following advantages over a single-volume setup:

- With this configuration, it's easier to organize large collections of data, in particular digital media files, which have a way of overwhelming available space on system volumes. It's a good idea to keep at least 20 percent of your system drive free for maintenance, such as updates, and for performance, which reduces available data storage even further.
- Separating data from system files makes restoration easier in the event of system corruption (for example, by malware).
- Separation reduces the size and time devoted to image backups, encouraging their regular use.
- Separation can make it easier, when the time comes, to upgrade the operating system.

This option is especially attractive if you installed Windows on a solid-state drive (SSD) to maximize performance.

Adding a conventional hard disk—with a price tag that's typically a fraction of the cost per gigabyte of an SSD—makes it possible to store large amounts of data without compromising system performance.

The easiest, safest way to accomplish this goal is to store personal data in folders on a separate drive, and then include those folders in your libraries and set them as the default save location.

This approach leaves you with a default set of profile folders, which you can still use when it's convenient to do so, but it keeps the bulk of your data files on a separate drive.

Not everyone loves libraries, however, and there's no requirement to love them.

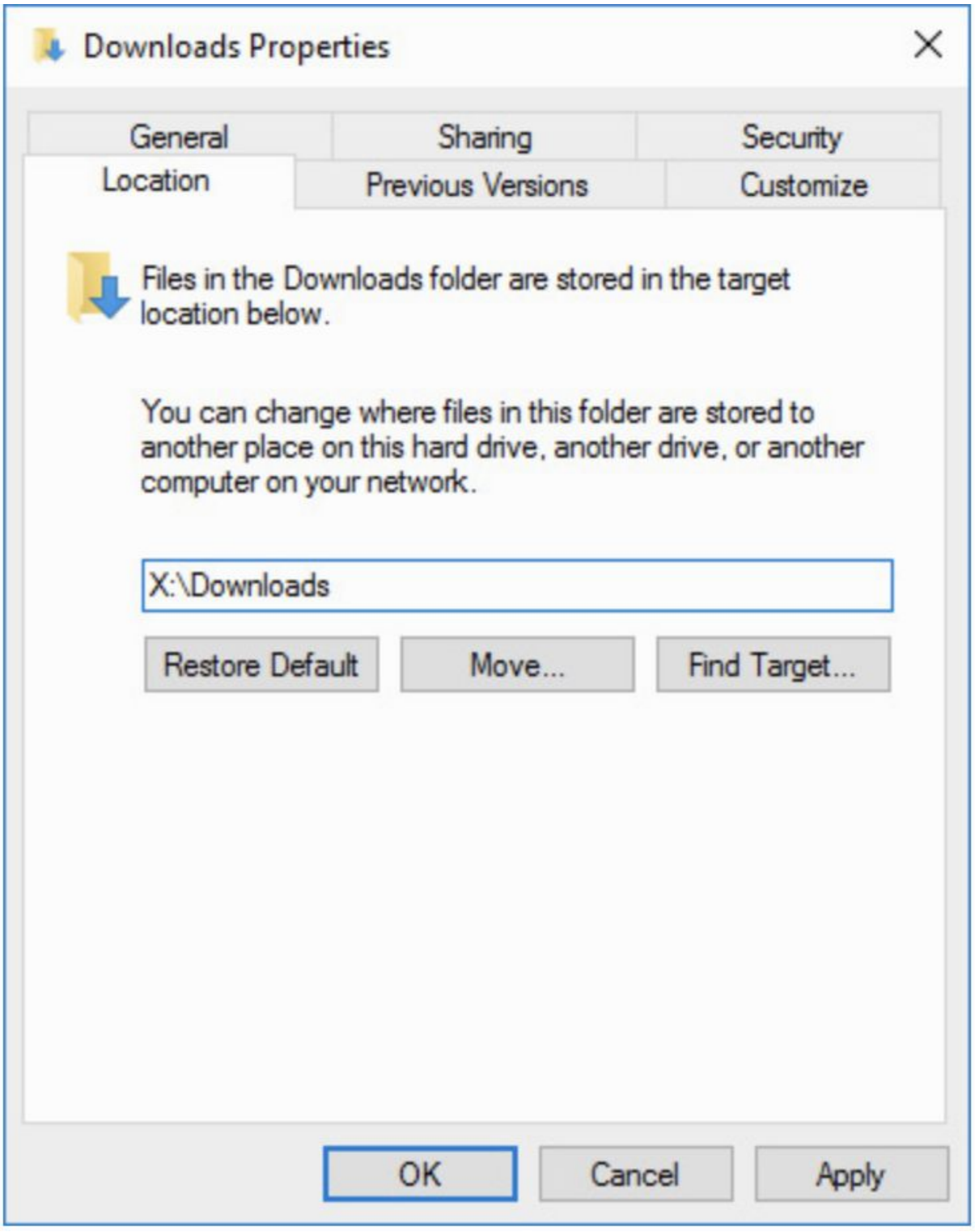
You can still move some or all of your profile subfolders in Windows 10, just as you could in earlier versions.

To relocate a user profile folder by editing its properties, follow these steps:

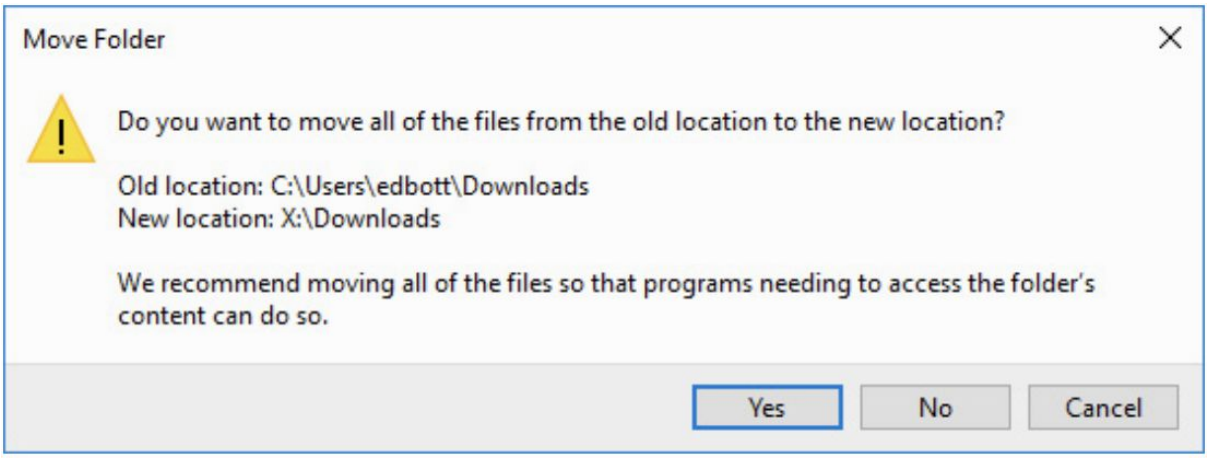
1. Open your user profile folder by starting at This PC, navigating to C:\Users, and then double-clicking your profile name. Alternatively, enter %UserProfile% in the address bar.

2. Right-click a folder you want to relocate, and choose Properties. (Or select the folder, and then click Properties on the Home tab.)

3. On the Location tab of the properties dialog box, enter the address you want to relocate the folder to. For example, to move the Downloads folder from C:\Users\Edbott\Downloads to X:\Downloads, type or paste the path as shown here:



4. Click OK. Windows asks permission to create the target folder if it doesn't already exist. Click Yes. A Move Folder dialog box similar to this one appears:



5.Unless you have some good reason not to move the existing files from the original location to the new one, click Yes.

It's really not a good idea not to click Yes in this dialog box.

First, it's difficult to imagine why you would want some of your personal documents in a given category on one disk and the rest on another.

If you want to keep your existing files separate from those you save in the future, move the old files to a subfolder in the new location instead of leaving them in the old location.

Second, because %UserProfile% is a system-generated folder, not an ordinary data folder that corresponds to a fixed disk location, leaving some files behind will give you two identically named subfolders in %UserProfile%.

Using libraries

A library is a virtual folder that aggregates the contents of multiple folders stored on your computer or on your network.

You can sort, filter, group, search, arrange, and share the data in a library as if it were in a single location.

Windows 10 gives you several by default: Documents, Music, Pictures, Saved Pictures, and Videos.

You can create additional libraries to suit your storage needs, and you can customize any library by changing or adding to the physical folders that make up that library.

The important things to understand about libraries are the following:

- A library can encompass multiple folders on multiple disks.
- All folders in a library must be capable of being indexed, which in turn means you can perform fast searches covering the full contents of a library by

entering a search term in its search box. That action quickly pulls up all matching documents, even if they're located on a networked PC or server or on an external drive.

- Library files are automatically backed up by the Windows 10 File History feature.

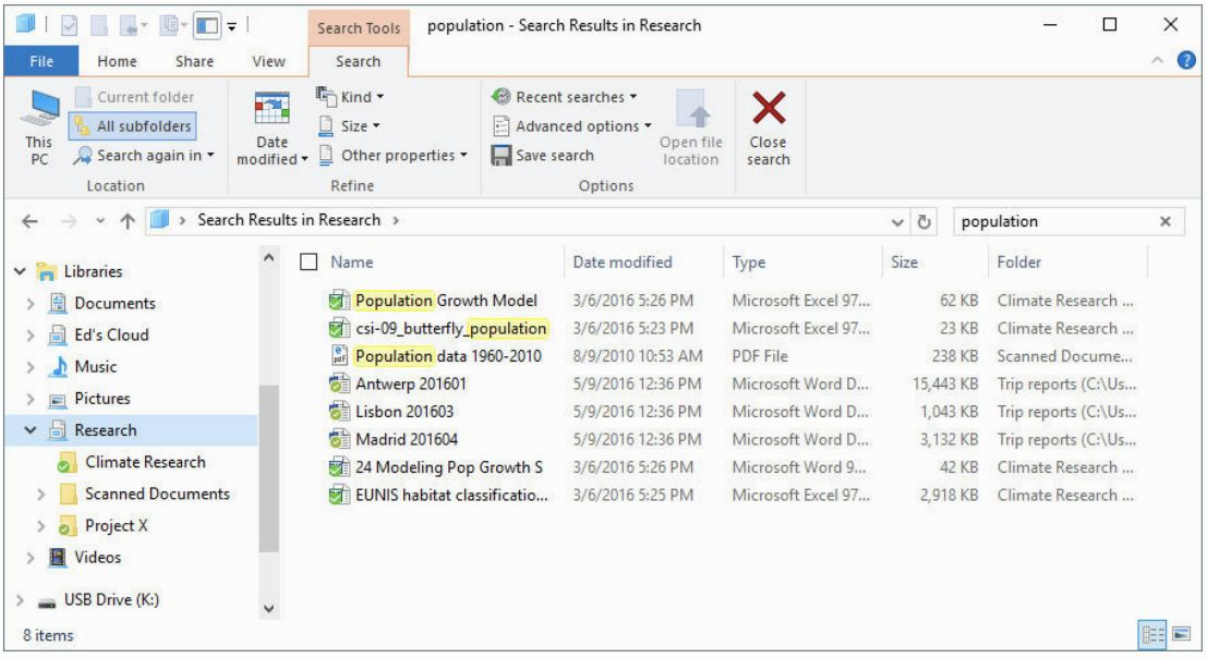
Libraries are useful for large collections of digital media files, where archived files are stored in a shared network folder or on an external drive, with current work on a local drive.

They're also invaluable for keeping team projects organized—create a library that includes your local project folder and the shared folders where your coworkers store graphics and final submissions.

The following figure illustrates a library search.

Here we created a custom library called Research, made up of a synced OneDrive folder, a local folder containing scanned documents, and a shared network folder.

Searching for the term population returns a single results list containing eight matching items—four Word documents, three Excel worksheets, and a PDF file—stored in three different locations.



To create a new library, right-click the Libraries heading in the navigation pane, and then click New > Library.

If you prefer the ribbon, click Home > New Item > Library.

Give the new library a descriptive name and then press Enter.

Your newly created library appears in the navigation pane.

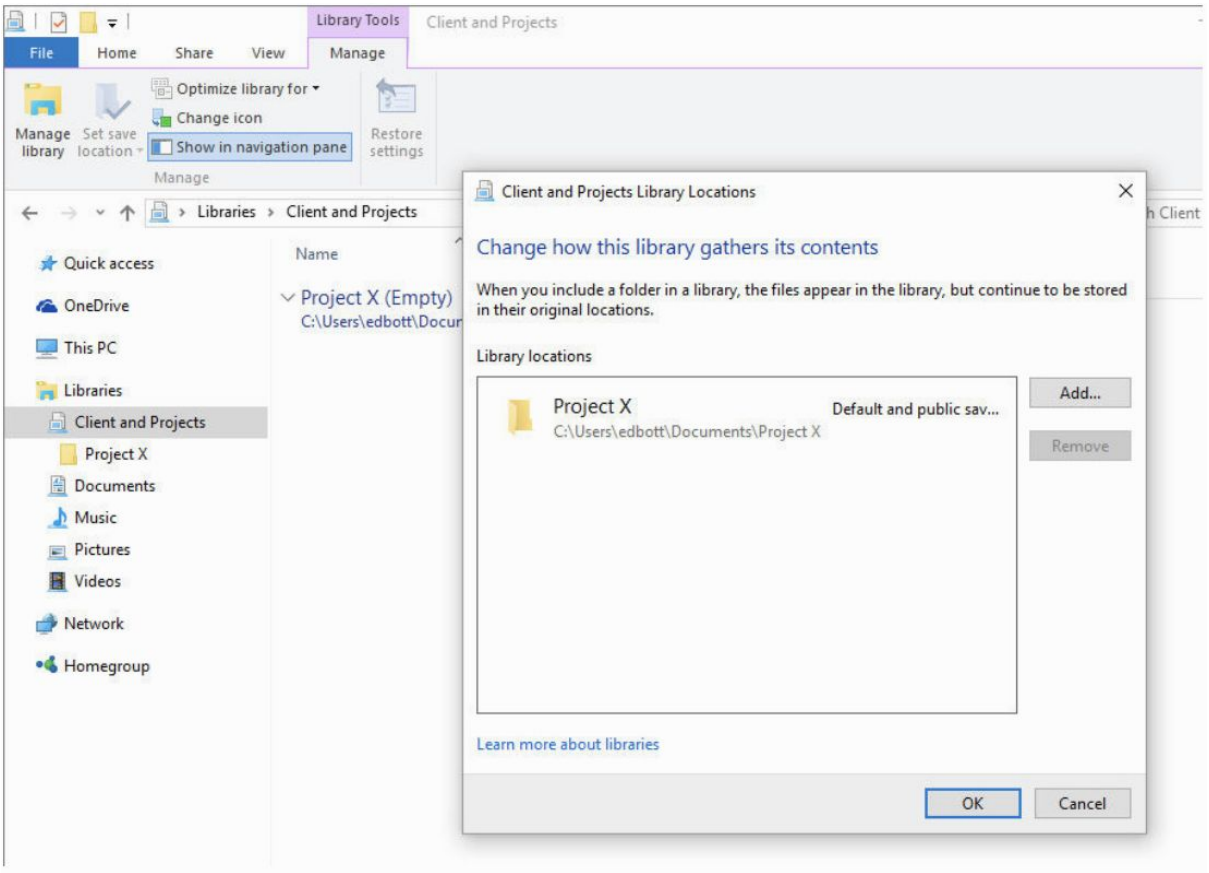
Click the Include A Folder button to populate the library.

Using the Include Folder In dialog box, select the folder you want to use as the default location for saving files in this library and then click Include Folder.

That opens the library and lists the contents of the folder you just selected.

To add more folders to the library, click the Manage tab under the Library Tools heading.

Then click Manage Library to get to the Library Locations dialog box, shown in the next figure:



In this dialog box, you can delete folders as well as add them, of course, and you can also change the library's default save folder.

The default save folder is important for applications that expect to save their documents in particular places—a music service, for example, that expects to save downloaded songs in a certain folder within the Music library.

It's also the folder that File Explorer will use if you drag a file to the library's heading in the navigation pane.

What locations can you add to a library?

The most important consideration is that the folder must be indexed so that it can be included in searches. Folders and network shares in any of the following locations are eligible for inclusion:

- The system drive.
- An additional volume on an internal local drive formatted using NTFS or FAT32.
- An external USB or IEEE 1394 (FireWire) hard drive, formatted using NTFS or FAT32.
- A USB flash drive, if the device appears in the navigation pane, under the This PC heading. Most removable drives do not satisfy this condition.
- A shared network folder that's indexed using Windows Search; this includes any shared folder from another computer in your homegroup as well as shared folders on Windows-based servers.
- A shared network folder that has been made available offline and is therefore available in your local index.

To delete a library, right-click its entry in the navigation pane and click Delete. The library is gone, but its component folders and their contents remain.

Managing file properties and metadata

Every file you view in File Explorer has a handful of properties that describe the file itself: the file name and file name extension (which is associated with the program that opens that type of file), the file's size, the date and time it was created and last modified, and any file system attributes.

These properties are stored in the file system and are central to displaying the contents of a folder or other location and performing simple searches.

In addition to these basic file properties, many data-file formats can store custom metadata.

These additional properties can be added by a device or by software; in some cases, they can be modified by the user.

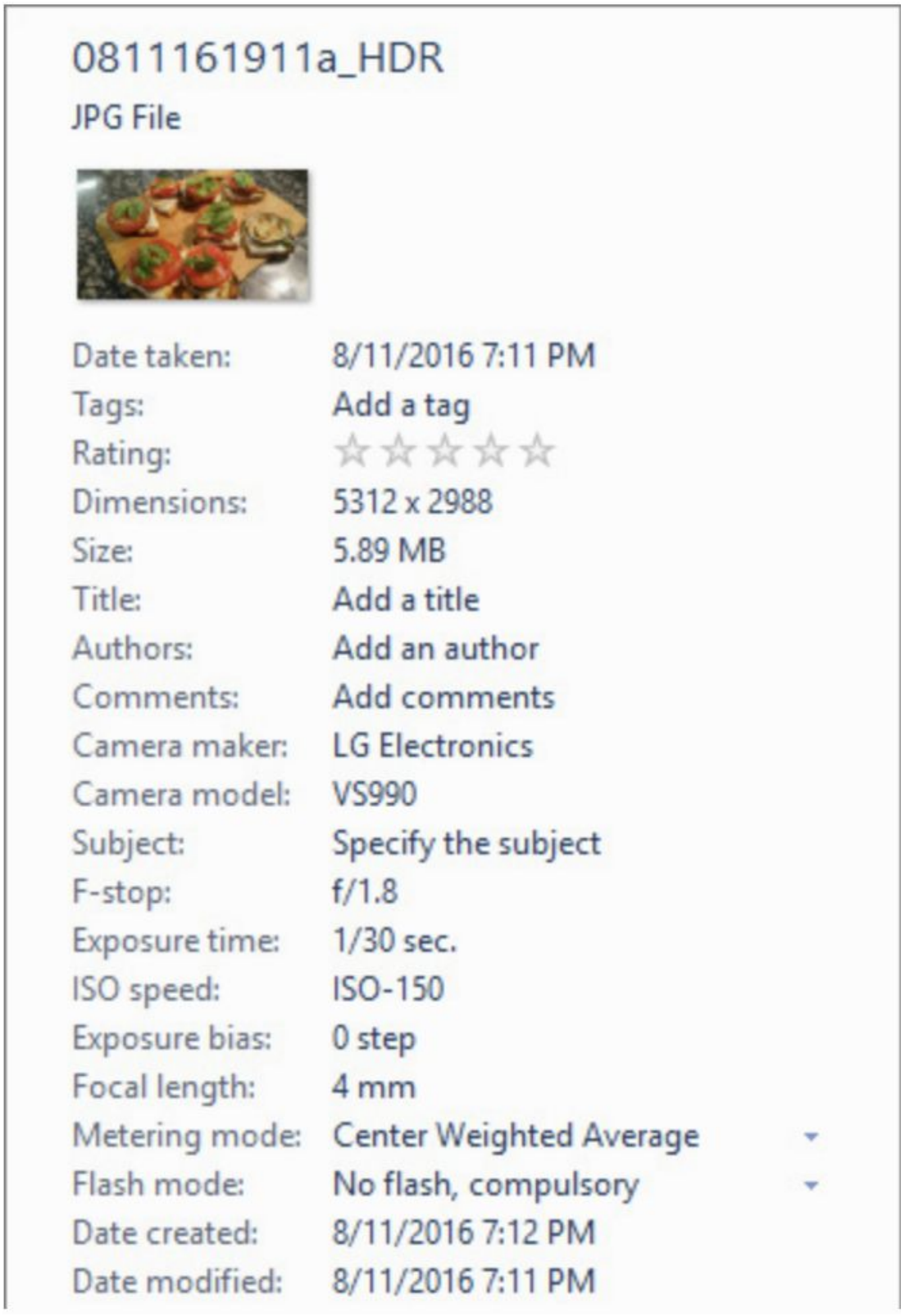
When you take a digital picture, your camera or smartphone might add the device make and model, exposure time, ISO speed, and other details to the file when it's saved.

When you buy a digital music track or album, the individual audio files include tags that identify the artist, album, track number, and other details.

Microsoft Word automatically adds your name to the Author field in a document you create; you can fill in additional properties such as keywords and comments and save them with the file.

The details pane, which you can display by clicking Details Pane on the View tab, displays a thumbnail of the selected file (if a thumbnail is available), plus metadata saved as file properties.

In the following illustration from a subfolder in the Pictures library, you can see the date the photo was taken, the make of the camera, the dimensions of the picture, the exposure settings, and quite a bit more:



Saving custom information as metadata can make it easier to find that file (and others like it) using the search tools available in Windows 10.

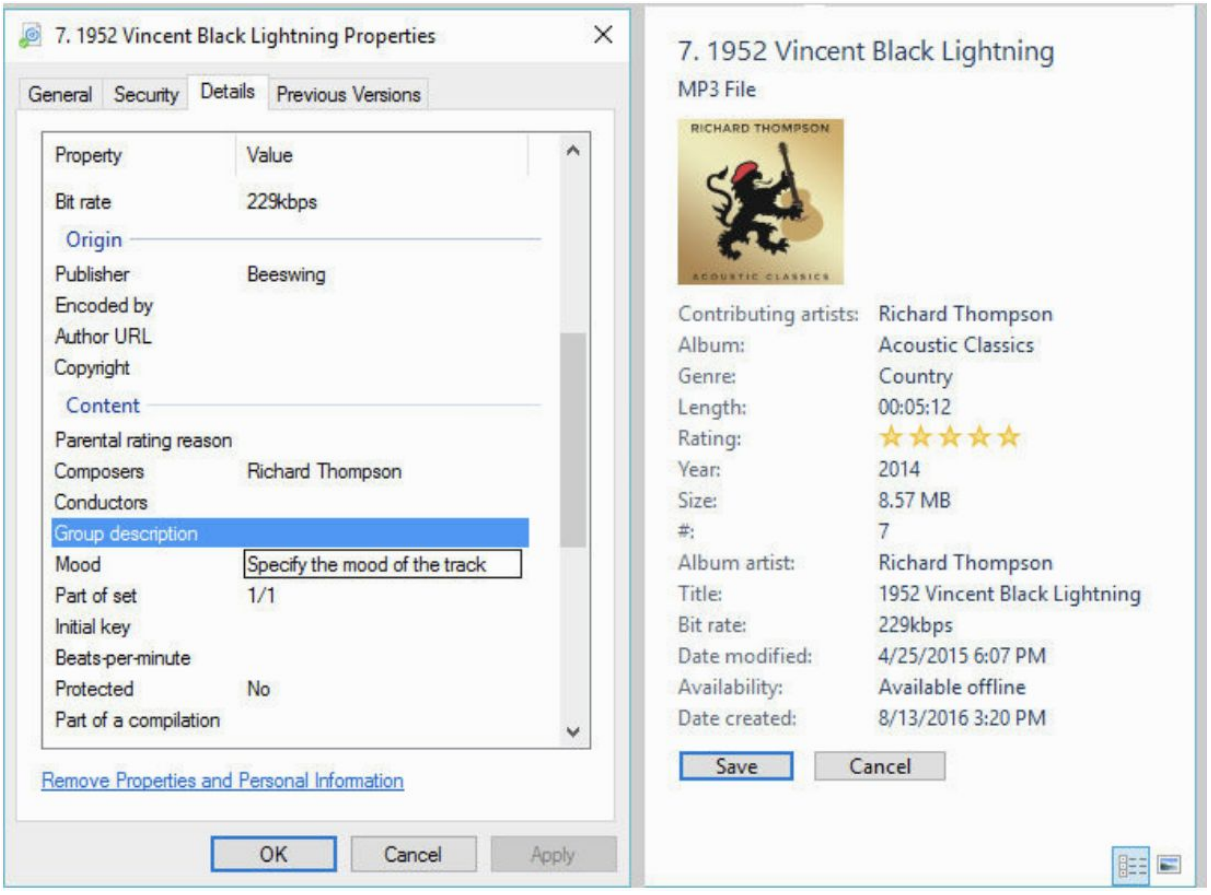
The properties displayed in the details pane are an excellent starting point, but they might not represent every detail available for the selected file.

To see the complete list, right-click the item and click Properties (or select the item and press Alt+Enter).

Then click the Details tab in the properties dialog box.

The following figure shows a side-by-side comparison of the properties dialog box and the details pane for a music track.

A casual listener might not care that the properties dialog box includes such exotica as Period, Mood, Beats-Per-Minute, and Initial Key, but a professional DJ can certainly find uses for those extra details:



In either place, the details pane or the properties dialog box, you can edit many (but not all) of the item's properties.

Some properties, such as file size, are calculated by the file system or are otherwise fixed and cannot be directly modified.

But you can edit custom metadata if the format of the underlying file allows you to do so.

Metadata is saved within the file itself, using industry-standard data storage formats.

Because metadata is saved within the file itself, the properties you edit in File Explorer or a Windows program are fully portable.

This opens some useful possibilities:

- You can move files to other computers, even those running other operating systems, without losing the files' tags and other metadata.
- You can edit a file in an application other than the one in which it was created without losing any of the file's properties (assuming the other application properly adheres to the file format's standard for reading and writing metadata).
- A file's properties are visible to anyone who has read access to the file.

Using OneDrive to store, sync, and share files

OneDrive, Microsoft's cloud-based file-storage service, is a crucial part of the Windows 10 experience.

When you sign in with a Microsoft account, Windows 10 synchronizes settings and stores recovery keys for encrypted storage using OneDrive.

Every free Microsoft account includes 5 GB of OneDrive storage.

You can expand that storage capacity with paid upgrades to OneDrive or get a massively increased cloud storage allotment (1024 GB per user) with an Office 365 Home or Personal subscription.

By using OneDrive as the default location for documents, you can have access to your work files from anywhere.

If you store your music collection in OneDrive, you can play your favorite tunes using Groove Music.

Likewise, you can store, organize, edit, and share one or more digital photos from OneDrive using the Windows 10 Photos app.

The consumer version of OneDrive is separate from OneDrive for Business, which offers enterprise-class management capabilities and 1024 GB of file storage for each Office 365 Business and Enterprise subscription.

OneDrive offers a sync client for every major desktop and mobile operating system.

In Windows 10, this sync client is built in and is updated automatically.

Before we get to that sync client, though, let's start with an overview of the two OneDrive services.

How OneDrive and OneDrive for Business work

Despite the brand name they share, Microsoft's two cloud-based file-storage services have different origins and different feature sets.

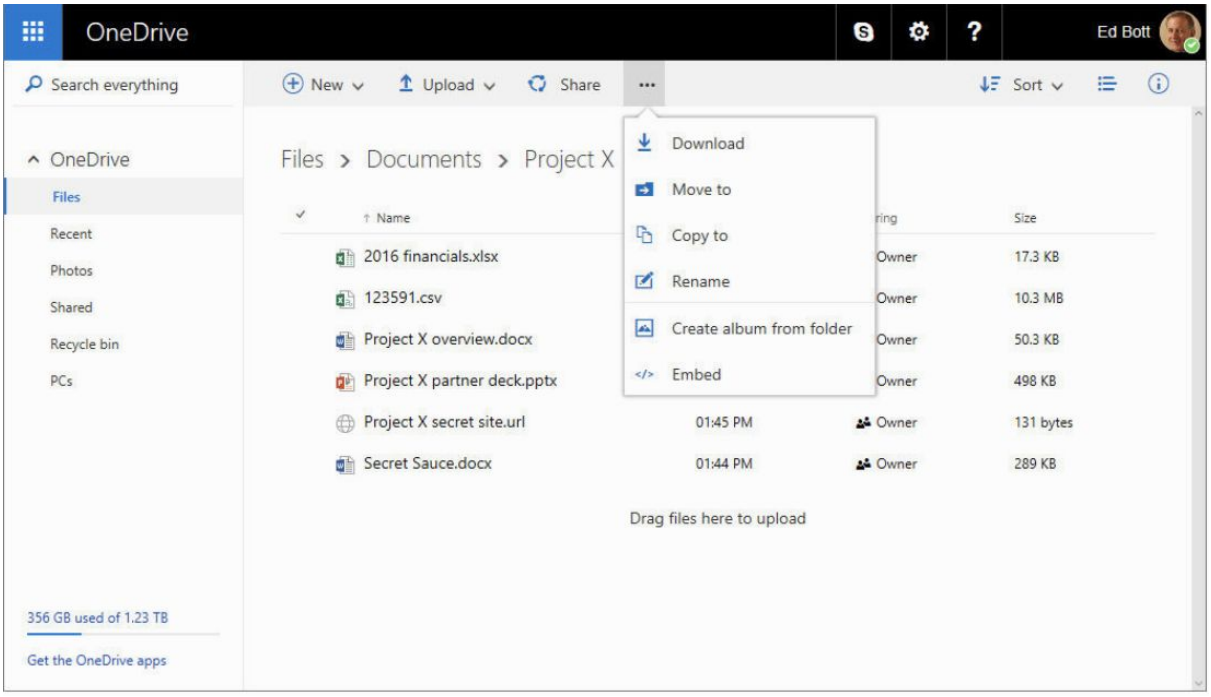
Both are designed to allow access to files and folders in a web browser, but there are some big differences in how the two services work.

OneDrive, the consumer service, is designed for personal use, with special views that showcase photo libraries and albums, as well as the ability to store a music collection that can be streamed through Groove Music.

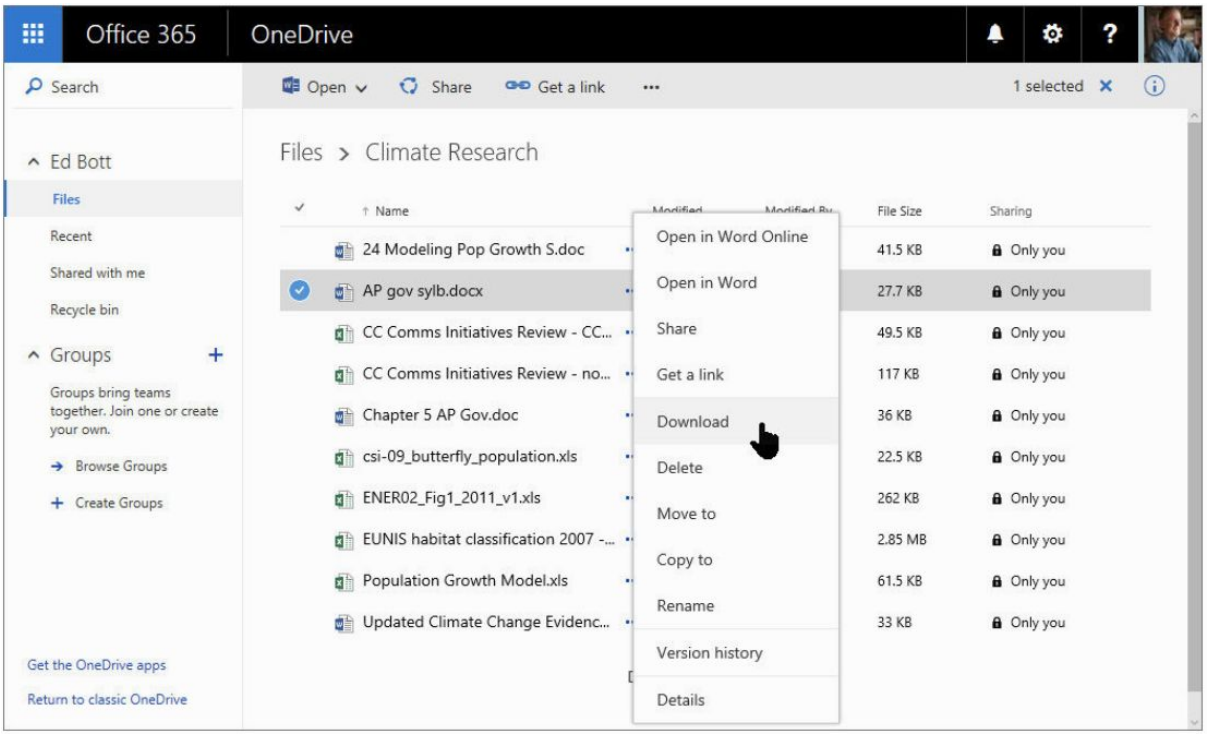
OneDrive is the default storage option for Office 365 Home and Personal editions, although nothing prevents you from using it for work.

Files stored in OneDrive are organized into folders and subfolders just as they would be on a local drive.

The next figure shows the contents of a subfolder in the OneDrive Documents folder, as viewed in a web browser:



OneDrive for Business offers a similar web-based view, as shown in the following figure:



Note that subscription settings aren't accessible from the navigation pane on the left.

That's because a OneDrive for Business subscription is managed by a company administrator, with additional security and collaboration options appropriate for use in an organization.

When you sign in with a Microsoft account, OneDrive is just one of several services available.

Clicking the menu button on the left (which looks like a grid of nine squares and is sometimes referred to as the "waffle" button) displays the full range of options, including Mail and Calendar (from Outlook.com) and the Office Online apps—Word, Excel, OneNote, and so on.

Synchronizing files with Windows 10 devices

The point of OneDrive's file synchronization is to allow you to store your files in the cloud and then access those files from anywhere.

One option, of course, is through a web browser.

But Microsoft has also released platform-specific clients you can use to browse, open, and synchronize those files on any device.

With files synced locally, you can open and edit those files even if you're offline, with your changes synced back to the cloud the next time you connect.

Windows 10 includes what Microsoft calls its Next Generation Sync Client (NGSC), which is capable of linking the signed-in account to a single OneDrive account and one or more OneDrive for Business accounts.

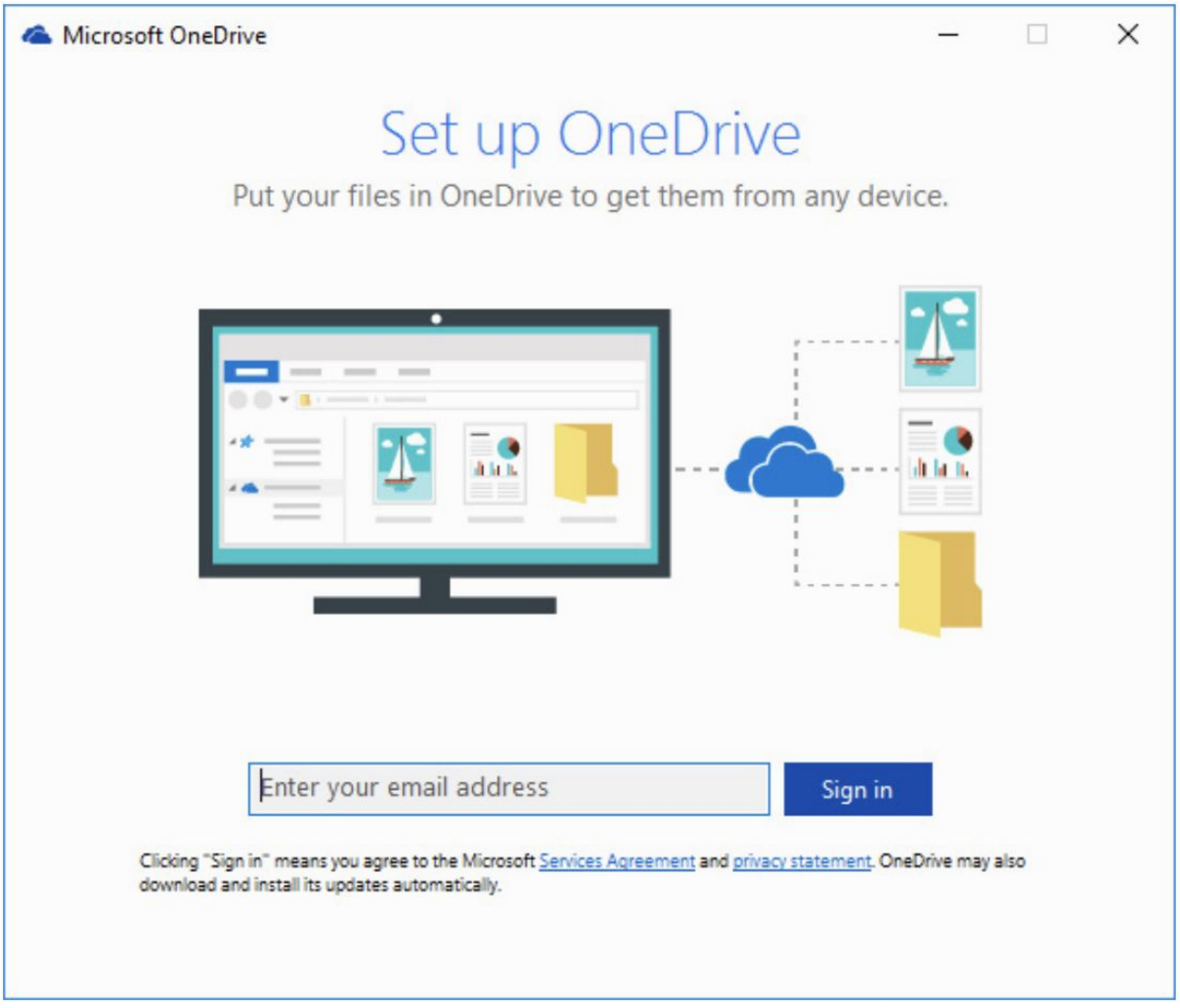
The NGSC is a significant upgrade over the OneDrive sync client in the initial release of Windows 10, which worked only with OneDrive consumer accounts.

Each OneDrive account you link to Windows 10 shows up as a node in the navigation pane in File Explorer.

Each account also gets its own icon in the notification area—white for OneDrive, blue for OneDrive for Business.

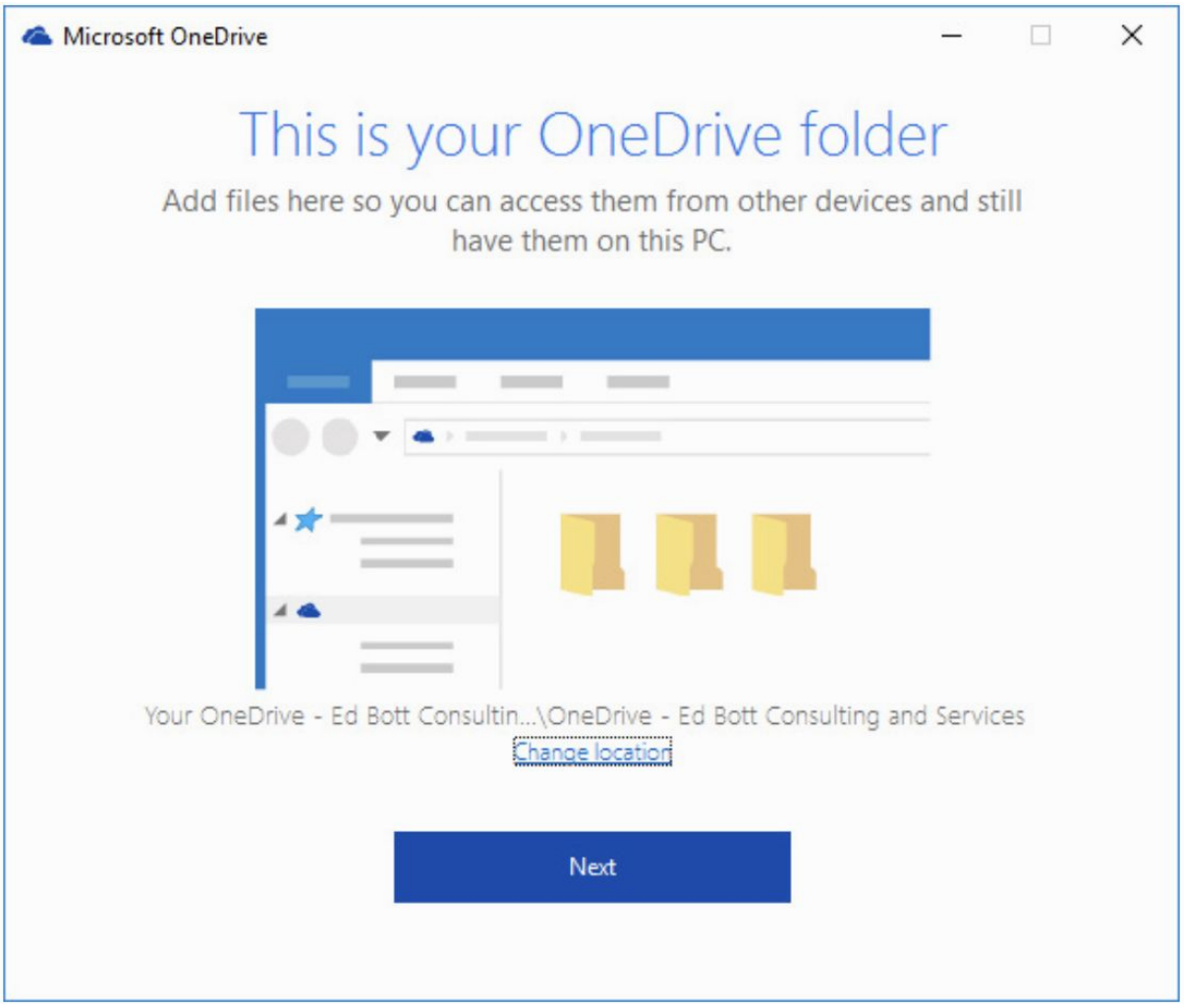
To begin setup for the first time on a Windows 10 device, click either the OneDrive node in the navigation pane or the gray OneDrive icon in the notification area.

Either action opens the Set Up OneDrive dialog box shown here, which is the first step in a straightforward wizard:



After you enter your email address, the setup wizard determines whether that address is associated with a OneDrive personal account or a OneDrive for Business account and prompts you to sign in.

After entering your credentials, you see the dialog box, which recommends a local folder to hold your synced files:



Your inclination might be to just click Next and move on quickly; we recommend you stop and consider your options here.

The default location is a folder in your user profile, with the name OneDrive followed by a hyphen and either the word “Personal” or the name of your organization (for OneDrive for Business accounts).

Allow the mouse pointer to hover over the file name if it’s truncated.

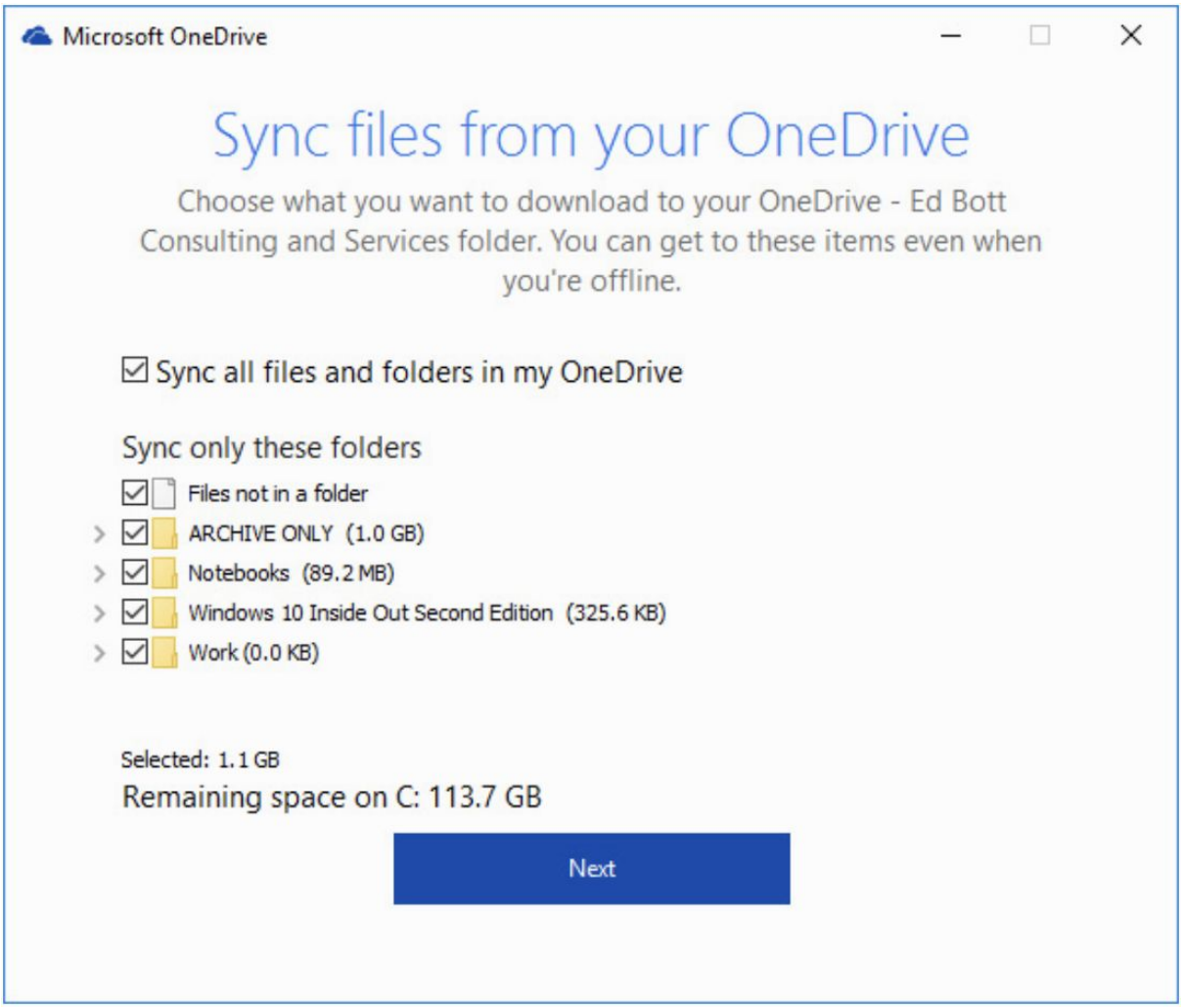
We can think of two good reasons to click Change Location and select a different drive.

First, if your business name is long, consider giving the folder a shorter name to avoid running into problems with lengthy path names.

Second, if your system drive is a relatively small SSD and you have a separate data drive with multiple terabytes of storage, you definitely want to choose that data drive for synced files.

The final step is choosing which folders you want to sync from the cloud to the local device.

If the free space on your data drive is larger than the entire contents of your OneDrive folder, you can accept the default setting, Sync All Files And Folders In My OneDrive, as shown here:



But if your cloud file collection includes hundreds of gigabytes of photos, music and video files, and documents, synchronizing everything is not always a viable option, especially on devices that have limited local storage, such as laptop PCs, phones, and tablets.

In that case, you can selectively sync folders in the cloud to the local device, leaving the other files and folders available only from the cloud.

Repeat this process for other accounts you want to set up, bearing in mind you can link only one OneDrive personal account.

Note that the Microsoft account you link in OneDrive does not have to be the same one you use to sign in to Windows 10, although that's the most common (and logical) configuration.

At any time, you can change your OneDrive configuration by right-clicking the OneDrive icon in the taskbar and then clicking Settings.

From the resulting dialog box, you can add a new account, unlink an existing account, change the selection of folders you're syncing, and limit the amount of bandwidth your system uses.

Sharing OneDrive files with others

On the web, OneDrive offers multiple options for sharing files with others.

You can access the same sharing options for files that are synced to your local device.

From the OneDrive folder in File Explorer, right-click the file or folder you want to share and then click Share A OneDrive Link.

That option creates a link to the shared file or folder, and then copies that link to the Clipboard so that you can paste it into an email message or a chat window.

That type of sharing link is, of course, not secure.

Anyone who has the link can access the files, so this option is not appropriate for sharing files that contain confidential information.

For cases where you need more security, click the More OneDrive Sharing Options menu item.

That opens a web browser with a full range of sharing options, including the capability to manage permissions so that only people you authorize have access to the shared files.

Share and sync files between accounts

One of OneDrive's best-kept secrets is the capability for friends and coworkers to work together using shared folders.

The technique is simple: You mark a folder as shared, giving your colleagues access to it when they sign in with a Microsoft account that has permission to read and write to that folder.

On the other end, your colleague opens OneDrive on the web and clicks Shared in the navigation pane on the left.

She then opens the shared folder, clicks the ellipsis button at the end of the command bar, and then clicks Add To My OneDrive.

The folder is now available in her list of folders that are eligible to be synced. Both of you now have full access to the contents of the shared folder.

For this technique to be most effective, you should name the shared folder carefully, using a descriptive name like “Shared Files for Budget Committee,” so that everyone who sees it knows immediately that it’s a shared folder.

Sorting, filtering, and grouping in File Explorer

Regardless of the view settings you’ve chosen for a folder, you can adjust the way its contents are displayed at any time by changing the sort order, filtering the contents by one or more properties to include only selected items, and grouping and arranging the contents by a particular heading.

In any view, the sort and group options are available by right-clicking anywhere in the contents pane and choosing a Sort By or Group By option.

In most cases, however, these actions are easier to accomplish by switching to Details view and using the column headings, which is also the preferred way to filter.

Note that all these techniques also work with virtual folders, such as search results and libraries.

Sorting a folder’s contents

To sort a folder in Details view, click the heading you want to use as a sort key.

For example, to sort by Date Modified, click the Date Modified heading.

Click again on the same heading to reverse the sort order.

An up arrow or down arrow above the heading indicates whether the folder is sorted in ascending or descending order by the current field.

In all other views, right-click any empty space in the contents pane and select a value from the Sort By menu.

A bullet next to Ascending or Descending indicates the current sort order; choose the other option to reverse the sort order.

Filtering folder contents

In Details view only, you can use headings to filter the contents of a folder.

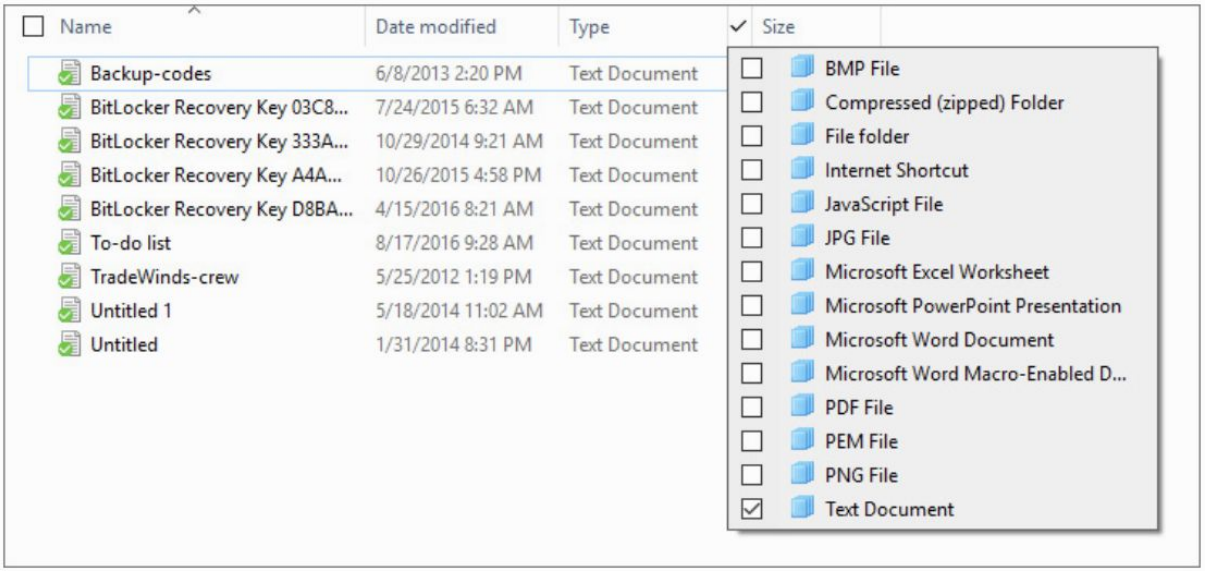
If you rest your pointer on a heading, a drop-down arrow appears at the right.

Clicking the arrow reveals a set of filter check boxes appropriate for that heading.

In most cases, the filter list is built on the fly from the contents of the current file list.

If you're looking for a particular type of file—a Word or PDF document, for example, or a text file—you can filter by type to show only those files.

The next image shows the filter list for the Type field in a folder, with the contents filtered to show only files whose type matches Text Document:



Select the check box next to any item to add it to the filter list; clear the check box to remove a previously selected item from the filter.

After you filter the list in Details view, you can switch to any other view and the filter will persist.

Look in the address bar to see the specific filter applied, and click the folder name to the left of the search term in the address bar (also known as a breadcrumb) to remove all filtering without switching back to Details view.

If you filter by Size or Name, you get a much more limited set of choices that includes ranges rather than discrete values.

A single filter can include multiple items from each heading's filter list, which are treated as a logical OR—in other words, File Explorer displays items that match any of the selected check boxes.

A filter can also include multiple headings, which together function as a logical AND, with File Explorer displaying only items that satisfy the criteria applied to each heading.

So, for example, you can filter a picture folder to show only photos where the value in the Rating column is four or five stars and the value in the Date Taken field is in this year, resulting in a list of your favorite photos of the year, suitable for a year-end newsletter or family photo album.

When a folder is filtered, check marks appear to the right of headings used for filtering.

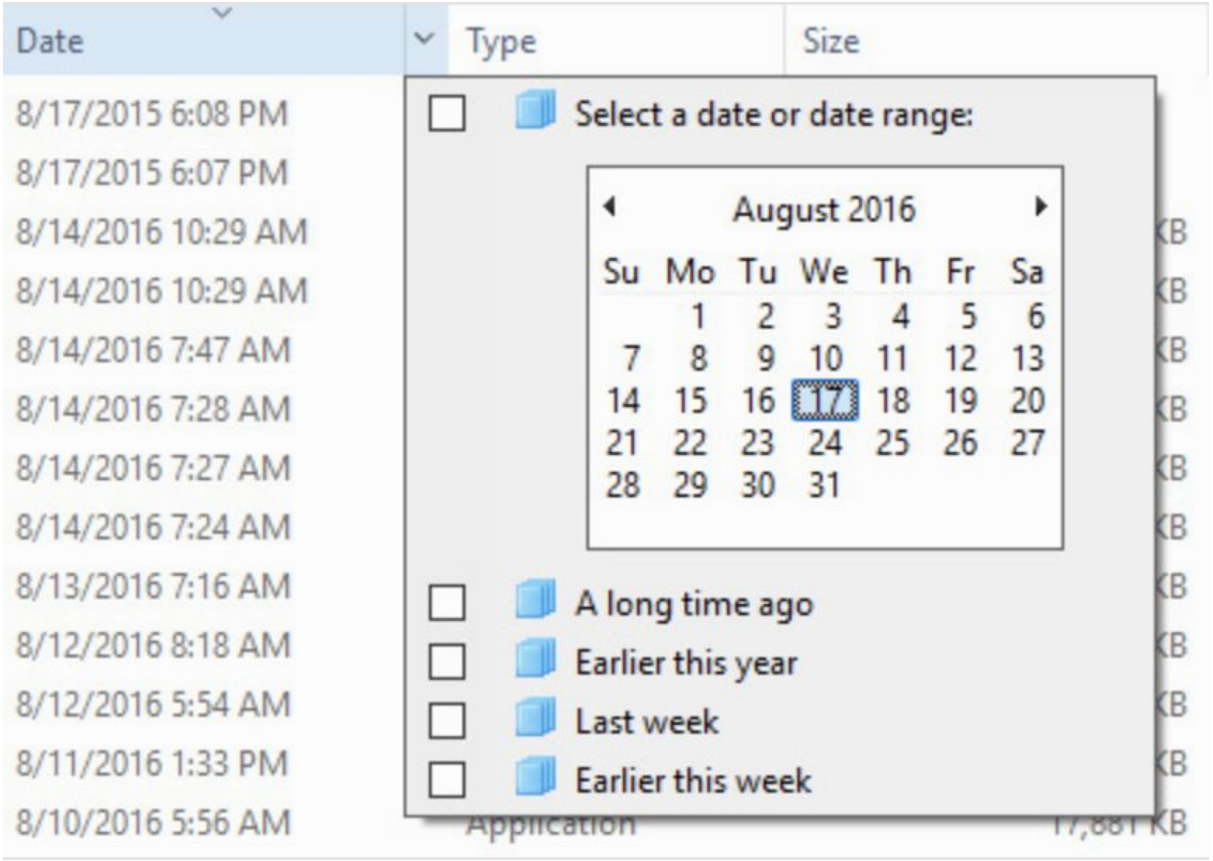
The values on which you have filtered appear in the address bar.

You can perform most common file-management tasks on the items in the results list, including renaming individual files or using the Clipboard to copy or move files from their current location to a new folder.

Use the date navigator to zoom through time

If you click a date heading, the filter options display a date navigator like the one shown next, with common date groupings available at the bottom of the list.

You can also click Select A Date Or Date Range and use the calendar to filter the file list that way.



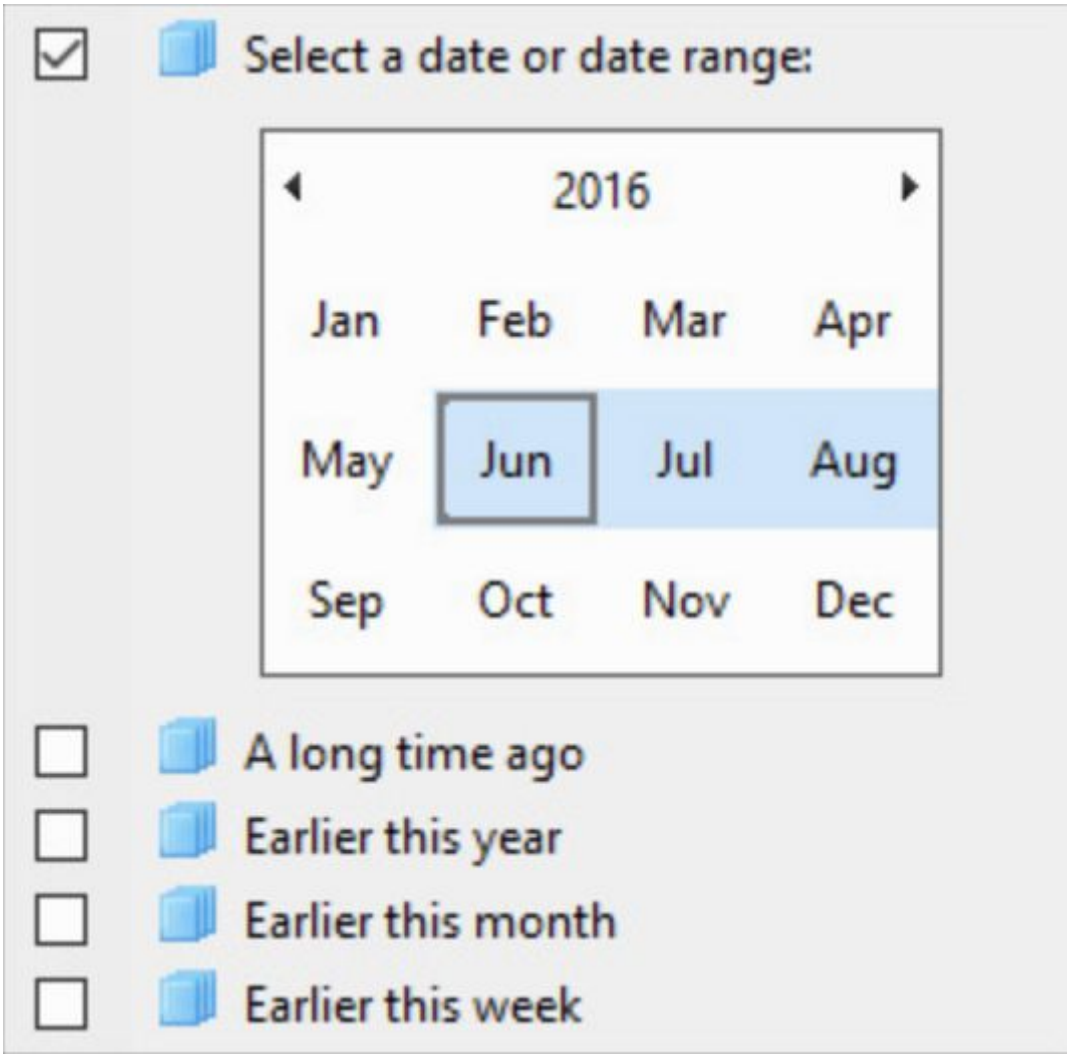
The date navigator is much more powerful than it looks at first glance.

Use the calendar to zoom in or out and narrow or expand your view of the contents of a folder or a search.

Initially, the calendar shows the current month, with today's date highlighted.

Click the month heading to zoom out to a display showing the current year as a heading with the current month highlighted.

You can then drag or hold down Ctrl and click to select multiple months, as shown here:



Click the year to zoom out again to show the current decade.

Click once more to show the current century.

In any calendar view, you can use the arrows to the left and right of the column heading to move through the calendar a month, year, decade, or century at a time.

To zoom back in, click any month, year, decade, or century on the calendar control.

This technique is especially valuable with folders or search results containing hundreds or thousands of files and folders.

Grouping folder contents

If sorting and filtering don't give you enough ways to organize or locate files, try grouping.

When you group items, File Explorer collects all the items that have some common property, displaying each group under a heading that can be expanded or collapsed in most views.

List view offers a particularly interesting perspective, with each group of results appearing under a column heading.

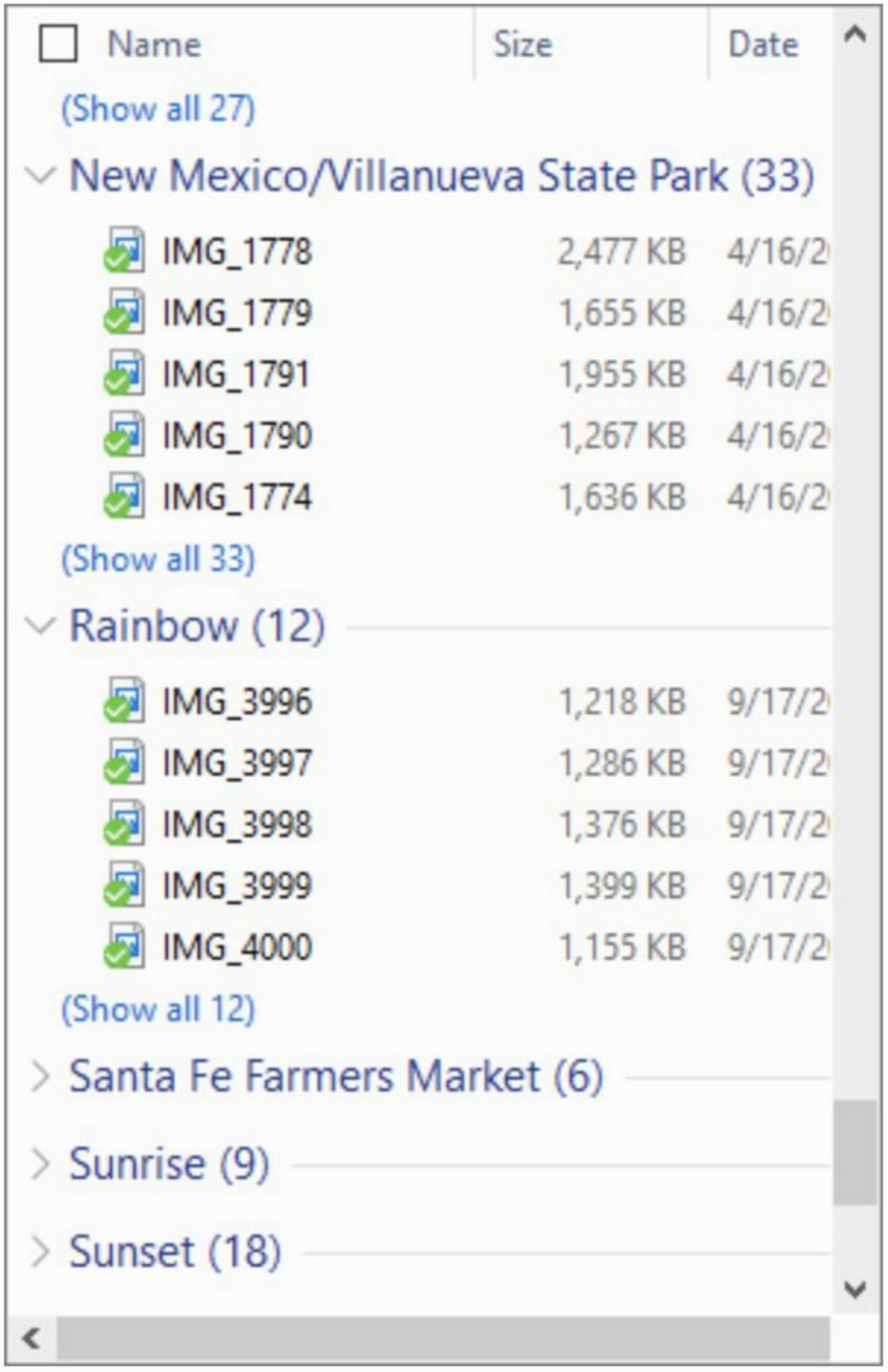
The grouped arrangement is saved as part of the custom view settings for that folder; the next time you open the folder, it will still be grouped.

To group items in a File Explorer window, open the View tab, click Group By, and then click the property you want to use.

File Explorer displays a dot before the selected property.

You can remove the grouping by returning to Group By and choosing None.

The next figure shows a collection of picture files grouped by tags:



Using Windows Search

Perhaps more than any other feature in Windows, the search tools have the potential to change the way you work.

If your filing philosophy involves the digital equivalent of throwing everything into a giant shoebox, you'll be startled at how easy it is to find what you're looking for.

Even if you consider yourself an extremely well-organized Windows user, we predict you'll find ways to integrate File Explorer's search tools into your everyday routine.

Configuring search and indexing options

At its heart, Windows Search relies on a speedy, powerful, and well-behaved indexing service that does a fine job of keeping track of files and folders by name, by properties, and (in supported formats) by contents.

All those details are kept in the search index, a database that keeps track of indexed file names, properties, and the contents of files.

As a rule, when you do most common types of searches, Windows checks the index first and returns whatever results it finds there.

Which files and folders are in the index?

Indexing every 0 and 1 on your hard disk would be a time-consuming and space-consuming task—and ultimately pointless.

So the default settings for the indexer make some reasonable inclusions and exclusions.

Certain locations are specifically included.

These include your user profile (but not the AppData folder), the contents of the Start menu, and your browser history.

Locally synced files from OneDrive as well as offline files stored in the client-side cache (CSC) are automatically included in your local index.

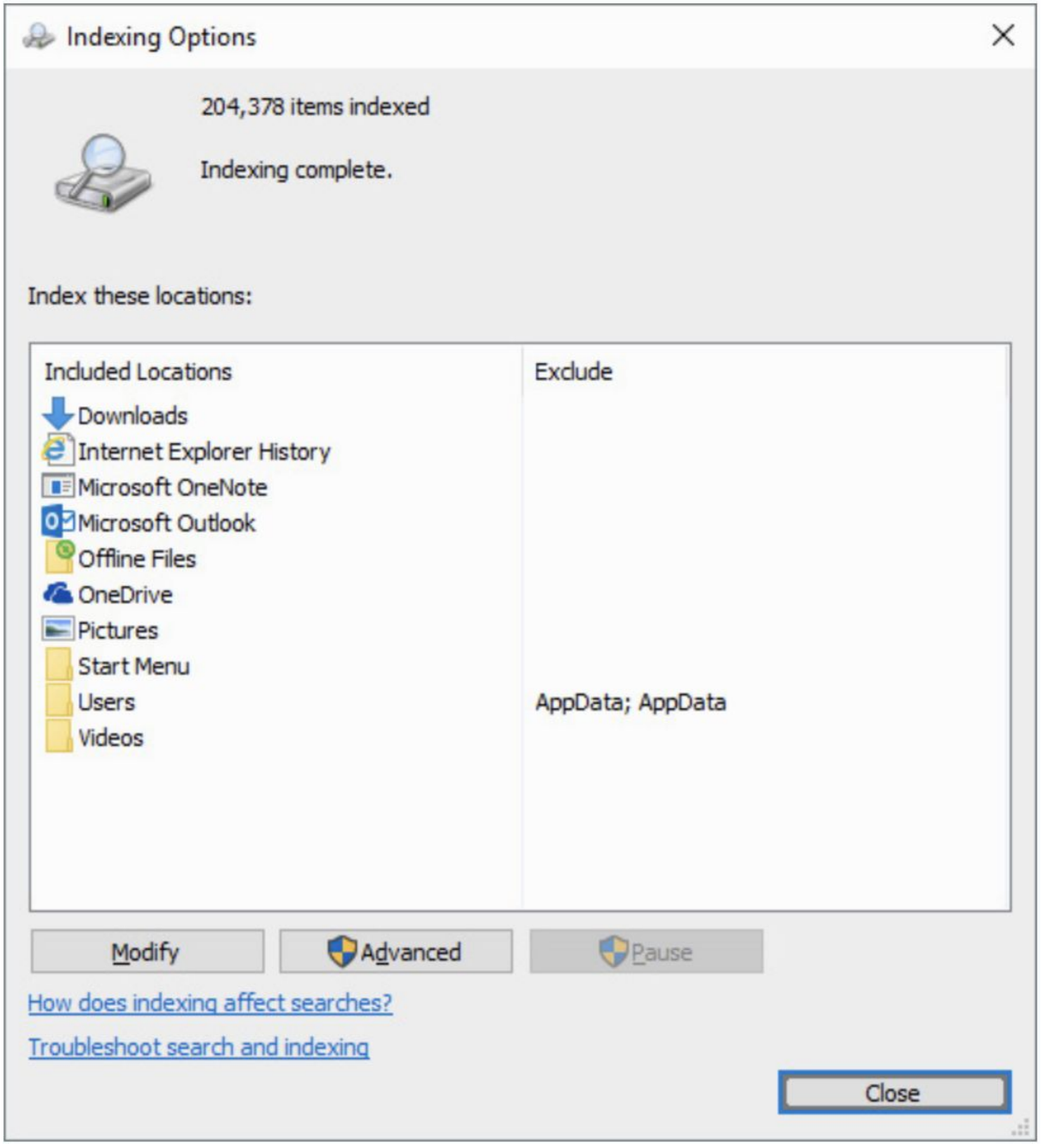
You can explicitly add other folders to the index, but Windows 10 eliminates the need to do that.

Instead, just add the folder to a library; when you do so, Windows automatically adds that folder to the list of indexed locations and begins indexing its contents without requiring any additional steps on your part.

To see which folders are currently being indexed, open the Indexing Options dialog box.

You can get there in various ways, including by entering Indexing Options in the search box on the taskbar.

As the next figure shows, the Indexing Options dialog box initially shows the top level of folders that are included in the index:



Monitoring the index and tuning indexer performance

The status message at the top of the Indexing Options dialog box offers real-time updates on what the indexer is doing at the moment.

“Indexing complete” means there are no pending tasks.

The status message lists the number of items (files, folders, and so on) that are currently in the index.

“Indexing paused” means the service has temporarily stopped all indexing tasks; you’ll see this message if you check the indexer status shortly after you start the computer because the default setting for the Windows Search service is Automatic (Delayed Start).

If indexing tasks are currently underway, the status message displays an increase or decrease in the number of items indexed as new, changed, and deleted files are processed.

The indexer is designed to throttle itself whenever it detects that the system is working on other, presumably more important tasks.

As a result, you’ll most likely be told that “Indexing speed is reduced due to user activity” when you first check.

That message indicates the indexing service has backed off in response to your activity and is operating at a fraction of its normal speed.

If the number of files to be indexed is big enough (if you copied a folder with several thousand documents, for instance), you’ll see the indexing speed pick up dramatically after you keep your hands off the keyboard and mouse for a minute or so.

The exact speed of indexing depends on various factors, including the speed of your CPU and storage subsystem as well as the number, size, and complexity of documents and whether their full contents are being indexed.

Unfortunately, the status message in the Indexing Options dialog box doesn’t include a progress bar and doesn’t indicate how many files are yet to be indexed, so there’s no easy way to tell whether the current task is barely underway or nearly complete.

If you haven’t recently added any new folders to the index but have simply been changing a few files in the course of normal work, the index should stay close to complete (assuming you’ve ever had a complete index).

Searching from File Explorer

To use File Explorer’s search tools, start by selecting a folder or library to define the scope of your search—the set of files from which you want to draw search results.

Next, click in the search box in the upper right corner of the File Explorer window.

That action displays a new Search tab in the ribbon, under the color-coded Search Tools heading, but you don’t need to use any of its tools for now.

If you're simply looking for a file whose name, properties, or contents contain a particular word or phrase, just start typing in the search box.

The following rules govern how searches work:

- Whatever text you type as a search term must appear at the beginning of a word, not in the middle. Thus, entering "des" returns items containing the words "des"ire, "des"tination, and "des"troy but not un"des"irable or sad"des"t. You can override this behavior by using wildcard characters, as we explain later.
- Search terms are not case sensitive. Thus, entering "Bott" returns items with "Ed Bott" as a tag or property, but the results also include files containing the words "bottom" and "bottle".
- By default, searches ignore accents, umlauts, and other diacritical marks. If you routinely need to be able to distinguish, say, "Händel" from "Handel", open the Indexing Options dialog box, click Advanced (for which you'll need administrative credentials), and then select Treat Similar Words With Diacritics As Different Words.
- To search for an exact phrase, enclose the phrase within quotation marks. Otherwise, you search for each word individually.

Search results for indexed folders appear so quickly that you might have a substantial number of hits before you type the second or third character in the search string.

A complicating factor: if your search term is part of a subfolder name, your results list includes the entire contents of that subfolder.

See all files in a folder and its subfolders

If you open File Explorer to a particular folder and you want to avoid the tedium of opening subfolders to view their contents, try using the wildcard character that's been around as long as Microsoft has been making operating systems.

Entering an asterisk (*) in the search box immediately returns all files and subfolders in the current folder and all its subfolders.

Assuming the list is of manageable size, you can then group, filter, sort, or otherwise rearrange the items within the folder to find exactly what you're looking for.

If simply entering a search term doesn't return the needed results, you have two options.

The easiest is to build a new search (or refine the current one) using the point-and-click commands on the ribbon's Search Tools tab.

The other is to use the powerful but cryptic search syntax to build a search manually.

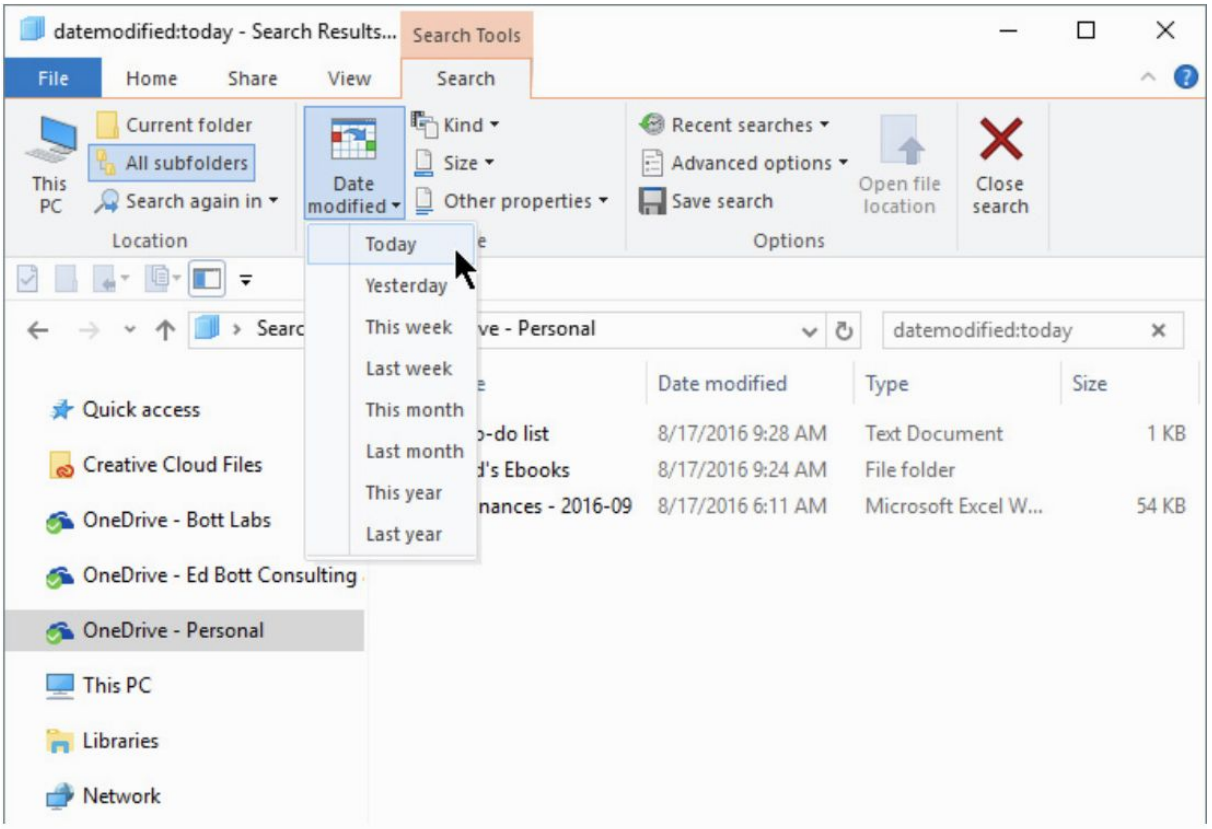
We start with the Search tab (under the Search Tools heading), which offers a wealth of options to create and refine a search.

The choices you make here return results from the current search scope.

To change the scope, use the options in the Location group.

In the next figure, for example, OneDrive is selected in the navigation pane, and All Subfolders (the default) is selected in the Location group on the ribbon.

Clicking Date Modified and selecting Today from the drop-down list returns all files that were added or changed in all locally synced OneDrive folders today:



If you're looking for an invoice you created last month, you can click Last Month from the Date Modified list.

If the set of results is still too large to scan, you can use additional options on the Search tab to refine the search or click in the search box and enter a word or phrase that you know was in the file's name or its contents.

Three filters get top billing in the Refine group on the Search tab:

- Date Modified. This property represents the most recent date a file or folder was saved. For a downloaded program file, it shows the date you saved the file locally, not the date the developer created it.
- Kind. This field shows predefined groups of file types, including those for some items that aren't stored in File Explorer. The most common choice to make

here is Document, which includes text files, any file saved in a Microsoft Office format, and PDF files. Try Music, Movie, or Picture if you're looking for digital media files.
- Size. This list shows a range of sizes. If you're trying to clear space on your system drive, choosing Huge (16 – 128 MB) or Gigantic (>128 MB) is a good way to locate large files that can safely be deleted or archived on an external drive.

Using any of the previous three filters adds a search operator, followed by a colon and a parameter, in the search box.

Clicking Other Properties on the Search tab offers additional, context-specific options to refine the search results.

What makes these options different is that they fill in the name of the operator, followed by a colon, and then position the insertion point so that you can complete the definition.

For a folder optimized for General Items, this list contains the following four options:

- Type. Enter a file extension (pdf, xls, or docx, for example) or any part of the description in the Type field in Details view; enter Excel, for example, to return Excel workbooks in any format.
- Name. Enter a string of text here. The results list will show any file or folder that contains that exact string anywhere in its name.
- Folder Path. Enter a string of text here. The results list will show any file or folder that contains that exact string anywhere in its full path. If you enter doc, the results will include all files and folders in your Documents folder and any of its subfolders (because Documents is part of the path for those subfolders), as well as the contents of any other folder whose name contains those three letters.
- Tags. Almost every data file contains this field, which is stored as metadata in the file itself. You can add one or more tags to any file using the Details pane or the Details tab in its properties dialog box.

The list of available options changes slightly for other folder types.

Documents folders include Authors and Title operators, and Photos folders include Date Taken and Rating, for example.

To run the same search from a different location, click Search Again In and choose an available scope.

Or just switch to a different node in the navigation pane and start again.

Advanced search tools and techniques

The search capabilities in Windows 10 are direct descendants of standalone tools and Windows features that date back to the turn of the 21st century.

Those original search tools relied on something called Advanced Query Syntax (AQS), which survives, only slightly modified, in a mostly undocumented form today.

You can see some vestiges of AQS when you build a search using the Search tab.

Each entry you make from the ribbon adds a corresponding query to the search box.

When you learn the query syntax, you can create your own advanced searches and even save them for reuse, as we explain in this section.

The most basic query typically begins with a keyword (or a portion of a word) typed in the search box.

Assuming you begin typing in a location that supports indexed searches (the taskbar search box or your locally synced OneDrive folder, for example), the list of search results will include any item in that location containing any indexed word (in its name or properties or content) that begins with the letters you type.

You can then narrow the results list by using additional search parameters.

Advanced queries support the following types of search parameters, which can be combined using search operators:

- File contents. Keywords, phrases, numbers, and text strings.
- Kinds of items. Folders, documents, pictures, music, and so on.
- Data stores. Specific locations in the Windows file system containing indexed items.
- File properties. Size, date, tags, and so on.

In every case, these parameters consist of a word that the search query recognizes as a property or other index operator, followed by a colon and the value to search for or exclude.

When Windows Search recognizes a word followed by a colon as a valid property, it turns that operator blue.

You can combine search terms using Boolean operators and parentheses.

Searching by item type or kind

To search for files with a particular file name extension, you can simply enter the extension in the search box, like this:

*.ext

The results include files that incorporate the extension in their contents as well as in their file names—which might or might not be what you want.

You'll get a more focused search by using the ext: operator, including an asterisk wildcard and a period like this:

ext:*.txt

File name extensions are useful for some searches, but you'll get even better results using two different search properties: Type and Kind.

The Type property limits your search based on the value found in the Type field for a given object.

Thus, to look for files saved in any Microsoft Excel format, type this term in the search box:

type:excel

To find any music file saved in MP3 format, type this text in the search box:

type:mp3

To constrain your search to groups of related file types, use the Kind property, in the syntax kind:=value.

Enter kind:=doc , for example, to return text files, Microsoft Office documents, Adobe Acrobat documents, HTML and XML files, and other document formats.

This search term also accepts folder , pic , picture , music , song , program , and video as values to search for.

Changing the scope of a search

You can specify a folder or library location by using folder:, under:, in:, or path:.

Thus, folder:documents restricts the scope of the search to your Documents library, and in:videos mackie finds all files in the Videos library that contain Mackie in the file name or any property.

Searching for item properties

You can search on the basis of any property recognized by the file system.

To see the whole list of available properties, switch to Detail view in File Explorer, right-click any column heading, and then click More.

The Choose Details dialog box that appears enumerates the available properties.

When you enter text in the search box, Windows searches file names, all properties, and indexed content, returning items where it finds a match with that value.

That often generates more search results than you want.

To find all documents of which Jean is the author, omitting documents that include the word Jean in their file names or content, you type author:jean in the search box.

To eliminate documents authored by Jeanne, Jeannette, or Jeanelle, add an equal sign and enclose jean in quotation marks: author:=“jean”

When searching on the basis of dates, you can use long or short forms, as you please. For example, the search values

modified:9/29/16

and

modified:09/29/2016

are equivalent.

To search for dates before or after a particular date, use the less-than (<) and greater-than (>) operators.

For example,

modified:>09/30/2015

searches for dates later than September 30, 2015.

Use the same two operators to specify file sizes below and above some value.

Use two periods to search for items within a range of dates.

To find files modified in September or October 2016, type this search term in the Start menu search box:

modified:9/1/2014..10/31/2016

You can also use ranges to search by file size.

The search filters suggest some common ranges and even group them into neat little buckets, so you can type size: and then click Medium to find files in the range 100 KB to 1 MB.

Again, don’t be fooled into thinking that this list represents the full selection of available sizes.

You can specify an exact size range—using operators such as >, >=, <, and <=—or you can use the “..” operator.

For example, size:0 MB..1 MB is the same as size:<=1 MB .

You can specify values using bytes, KB, MB, or GB.

Make your searches flexible

You don’t need to enter a precise date as part of a search term.

Instead, Windows Search recognizes “fuzzy” date qualifiers like today, yesterday, this week, and last month.

This technique lets you create saved searches you can use to quickly open a window showing only the files you’ve worked on this week or last week.

A search that uses dates picked from the calendar wouldn’t be nearly as useful next month for identifying current projects, but one built using these relative dates will continue to be useful indefinitely.

Using multiple criteria for complex searches

You can use the Boolean operators AND, OR, and NOT to combine or negate criteria in the search box.

These operators need to be spelled in capital letters (or they will be treated as ordinary text).

In place of the AND operator, you can use a plus sign (+), and in place of the NOT operator, you can use a minus sign (–).

You can also use parentheses to group criteria; items in parentheses separated by a space use an implicit AND operator.

The next table provides some examples of combined criteria:

This search value	Returns
Siechert AND Bott	Items in which at least one indexed element (property, file name, or an entire word within its contents) begins with or equals *Siechert* and another element in the same item begins with or equals *Bott*
title:("report" NOT draft)	Items in which the Title property contains the word *report* and does not contain a word that begins with *draft*
tag:tax AND author:Doug	Items authored by Doug that include *Tax* in the Tags field
tag:tax AND author:(Doug OR Craig) AND modified:<1/1/16	Items authored by Doug or Craig, last modified before January 1, 2016, with *Tax* in the Tags field

When you use multiple criteria based on different properties, an AND conjunction is assumed unless you specify otherwise.

The search value **"tag:Ed Author:Carl"** is equivalent to the search value **"tag:Ed AND Author:Carl"**.

Using wildcards and character-mode searches

File-search wildcards can be traced back to the dawn of Microsoft operating systems, well before the Windows era.

In Windows 10, two of these venerable operators are alive and well:

- * The asterisk (also known as a star) operator can be placed anywhere in the search string and will match zero, one, or any other number of characters. In indexed searches, which treat your keyword as a prefix, this operator is always implied at the end; thus, a search for "voice" turns up "voice", "voices", and "voice-over". Add an asterisk at the beginning of the search term ("*voice"), and your search also turns up any item containing "invoice" or "invoices". You can put an asterisk in the middle of a search term as well, which is useful for searching through folders full of data files that use a standard naming convention. If your invoices all start with INV, followed by an invoice number, followed by the date (INV-0038-20160227, for example), you can produce a quick list of all 2016 invoices by searching for "INV*2016*".
- ? The question mark is a more focused wildcard. In index searches, it matches exactly one character in the exact position where it's placed. Using the naming scheme defined in the previous item, you can use the search term filename:INV-????-2016* to locate any file in the current location that has a 2016 date stamp and an invoice number (between hyphens) that is exactly four characters long.

Saving searches and clearing search history

After you have completed a search and displayed its results in File Explorer, you can save the search parameters for later reuse.

Click Save Search on the Search tab.

The saved search is stored, by default, in %UserProfile%\Searches.

You can run the search again at any time, using the current contents of the index, by clicking that saved search in the navigation pane or Searches folder.

When you save a search, you're saving its specification (technically, a persistedQuery), not its current results.

If you're interested in the XML data that defines the search, right-click the saved search in your Searches folder, choose Open With, and choose Notepad or WordPad.

Recent searches are also included in a history list.

To see what you have searched for, click in the search box in File Explorer and then, in the Options group on the Search tab, click Recent Searches.

If the list of recent searches gets unwieldy or you want to eliminate older searches that are no longer relevant, click Clear Search History at the bottom of this list.

Recovering lost, damaged, and deleted files and folders

It takes only a fraction of a second to wipe out a week's worth of work.

You might accidentally delete a folder full of files or, worse, overwrite an entire group of files with changes that can't be undone.

Whatever the cause of your misfortune, Windows includes tools that offer hope for recovery.

If a file is simply lost, try searching for it.

For accidental deletions, your first stop should be the Recycle Bin, a Windows institution since 1995.

The Recycle Bin provides protection against accidental erasure of files.

In most cases, when you delete one or more files or folders, the deleted items go to the Recycle Bin, not into the ether.

If you change your mind, you can go to the bin and recover the thrown-out items.

Eventually, when the bin fills up, Windows begins emptying it, permanently deleting the files that have been there the longest.

The following kinds of deletions do not go to the Recycle Bin:

- Files stored on removable disks.
- Files stored on network drives, even when that volume is on a computer that has its own Recycle Bin.
- Files deleted from a command prompt.
- Files deleted from compressed (zipped) folders.

You can bypass the Recycle Bin yourself, permanently deleting an item, by holding down the Shift key while you delete the item.

You might choose to do this if you're trying to reclaim disk space by permanently getting rid of large files and folder subtrees.

To see and adjust the amount of space currently used by the Recycle Bin for each drive that it protects, right-click the Recycle Bin icon on your desktop and then click Properties.

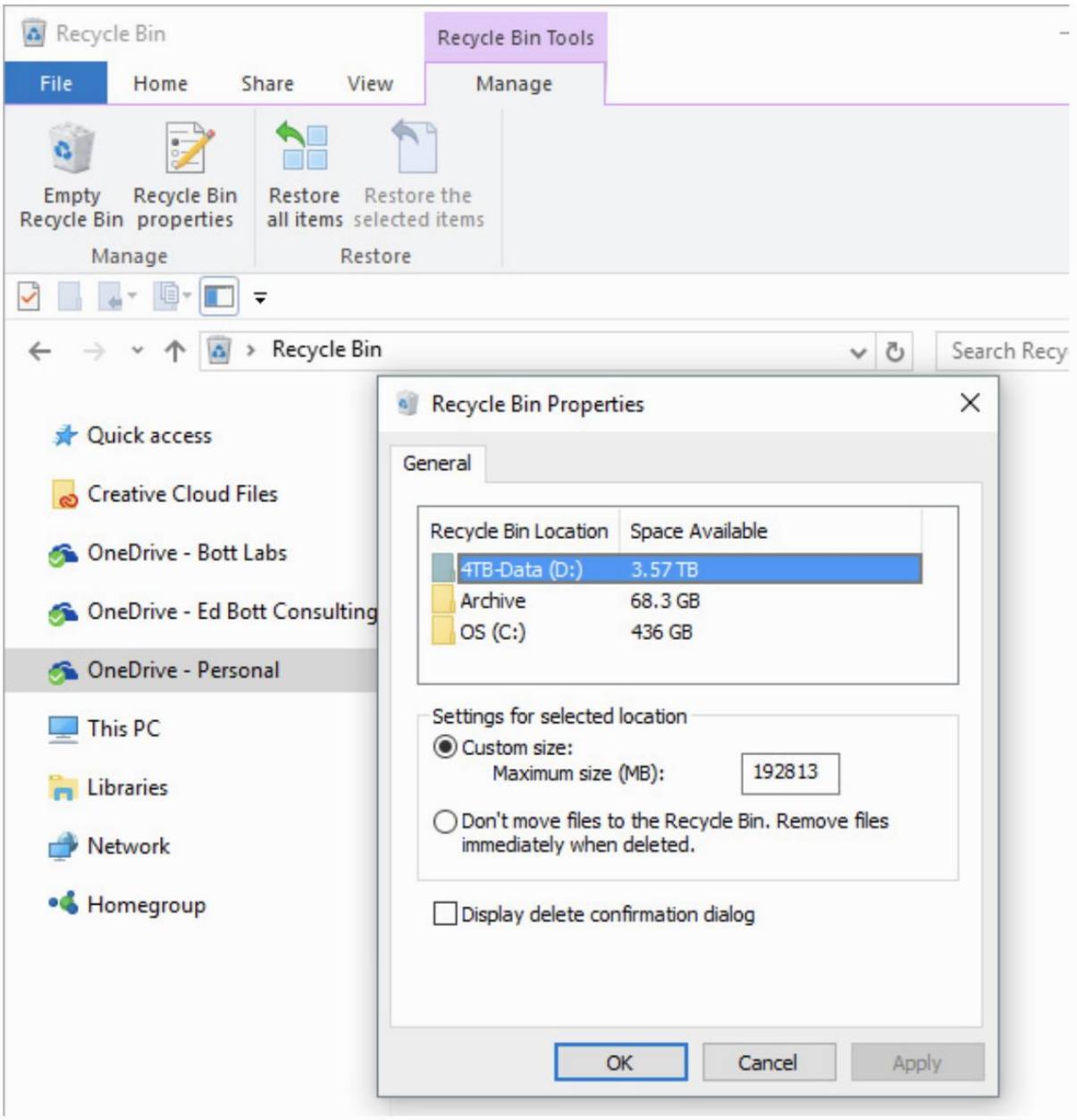
In the Recycle Bin Properties dialog box (shown in the next figure), you can select a drive and enter a different value in the Custom Size box.

Windows ordinarily allocates up to 10 percent of a disk's space for recycling.

When the bin is full, the oldest items give way to the newest.

If you think that amount of space is excessive, enter a lower value.

If you're certain you don't need to recover files from a particular drive, select the Don't Move Files To The Recycle Bin setting for that drive.



Note that the Recycle Bin for OneDrive folders shows only deleted copies of locally synced files.

A separate OneDrive Recycle Bin is available from the browser-based interface and includes all deleted files.

Whether the Recycle Bin is enabled or disabled, Windows normally displays a confirmation prompt when you delete something.

If that prompt annoys you, clear the Display Delete Confirmation Dialog check box.

Restoring files and folders

When you open the Recycle Bin, Windows displays the names of recently deleted items in an ordinary File Explorer window.

In Details view, you can see when each item was deleted and which folder it was deleted from.

You can use the column headings to sort the folder—for example, to display items that have been deleted most recently at the top, with earlier deletions below.

Alternatively, you can organize the bin by disk and folder by clicking the Original Location heading.

If these methods don't help you find what you're hoping to restore, use the search box.

Note that deleted folders are shown only as folders; you don't see the names of items contained within the folders.

If you restore a deleted folder, however, Windows re-creates the folder and its contents.

The Restore commands on the Manage tab (Restore All Items and Restore The Selected Items) put items back in the folders from which they were deleted.

If a folder doesn't currently exist, Windows asks your permission to re-create it.

Note that if your Recycle Bin contains hundreds or thousands of deleted files dating back weeks or months, Restore All Items can create chaos.

That command is most useful if you recently emptied the Recycle Bin and all of its current contents are visible.

If you want, you can restore a file or folder to a different location.

Select the item, click the Home tab, click Move To, and then choose a new location.

Or, simplest of all, you can drag the item out of the Recycle Bin and drop it in the folder where you want to save it.

Purging the Recycle Bin

A deleted file sitting in your Recycle Bin takes up as much space as it did before it was deleted.

If you're deleting files to free up space for new programs and documents, transferring them to the Recycle Bin won't help.

You need to remove them permanently.

The safest way to do this is to move the items to another storage medium—a different hard disk or a removable disk, for example.

If you're sure you'll never need a particular file again, however, you can delete it in the normal way, and then purge it from the Recycle Bin.

Display the Recycle Bin, select the item, and then press Delete.

To empty the Recycle Bin entirely, click Empty Recycle Bin on the Manage tab.

- Vocabulary -

- to juggle: hacer malabares / manejar.
- umlauts: metafonía / diéresi.
- quotation marks: "dobles comillas".
- wildcards: caracteres comodín.
- scope: ámbito.
- to wipe out: arrasar / destruir / borrar.
- to erase / to delete: borrar.

- Exercises - 1. 2. 5. Managing files on PCs and in the cloud -

Open the following Google Document that you have created in a previous sub-unit:

"1. 2. Working and playing with Windows 10 - Apellidos, Nombre"

being "Apellidos, Nombre" your Last Name and Name.

Inside this Google Document you are going to copy and answer all the "Exercises" of this sub-unit:

1. Modify your File Explore settings in order to expand the folders and sub-folders in the navigation pane when you open a folder in the contents pane.
2. Customize the Quick Access Toolbar to add some icons that you find interesting.
3. Add some new headings to the Details view of the contents pane.
4. Create a ZIP file and add some files to it.
5. Modify your File Explore settings in order to see the "Libraries" in the navigation pane.
6. Add a new location (folder) to the Documents library.
7. Create (if you have not created it yet) a OneDrive for Business free account using your “user@iesdoctorbalmis.com” email and check that you have 1 TB of cloud storage.
8. The student with the Microsoft account “B”, in his/her computer “B”, has to save some files on the “OneDrive” library (File Explorer, on the right).
9. The student with the Microsoft account “B”, in his/her computer “B” has to logout.
10. The student with the Microsoft account “B”, in your computer “A”, has to login.
11. Check if in computer “A” the OneDrive files from the Microsoft account “B” are in this computer "A".
12. The student with the Microsoft account “B”, in your computer “A”, has to logout.
13. Share a file of your OneDrive with everyone with reading permissions.
14. Share a file of your OneDrive with everyone with writing permissions.
15. Share a file of your OneDrive only with one person.
16. Share a folder of your OneDrive only with one person.
17. Sort a folder by: name, file size, file type, and modification date.
18. Use the Windows Search in a folder to search all the files whose file name begin with “vi”.
19. Use the Windows Search in a folder to search all the files whose file name contains the characters “mu” and are MP3.

20. Use the Windows Search in a folder to search all the files that were modified during last month. Save this search.
21. Use the Windows Search in a folder to search all the files that are Microsoft Excel files, and were modified during last month, and the author's name is "Luis".