# C2- S2-**PRACTICE**

# **Objectives** of this practice

**FILE NAVIGATION**

o Be able **to search files** by name, by extension

*Ex: search files containing the word banana on the folder C:/a/b/c*

o Be able to access to /Download or /Desktop

o Knows the **difference** between a **folder** and a **file**

o Be able to access to any **folder and sub folders**

**QUICK ACCESS AREA**

o Be able to access **pin or unpin** folders quick access

**FILE AREA**

o Be able to **hide or display columns**

o Be able to **sort files** by name, date modified, size...

o Be able to **access the parent folder**, go back

**RECYCE BIN**

o Be able to **restore** files

o Be able to **delete** files **permanently**

# **How to work** on this practice?

|  |  |
| --- | --- |
| 20min | Read **individually the handout** to understand how to use file explorer |
| 10min | In team of 4: explain what you understood or did not understand |
| 60min | Do the 5 challenges below |

# CHALLLENGE 1

Understand and explain the meaning of the following folders:

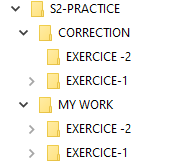
|  |  |
| --- | --- |
| FOLDER | MEANING |
|  | a computer suitabe for use at an new low-end desktop. |
|  | Download describes copying data from one computer to another,either over a network or modem. |
|  | C: drive is the first available drive letter for hard drives on IBM compatible computers which are generally known as PC. |
|  | A computer program where you store files or foders that you want to delete before deleting them permanently .  A container for waste that will be recycled, for example, paper or glass. |
|  | Is an abbreviated form of the  Quick Access Toolbar in Microsoft Word, Excel, and other Microsoft office products.  Quick access refers to a location in the Windows 10 File Explorer that shows all the recently opened files and folders and pinned folders. Quick access. 1. Quick access is an abbreviated form of the**Quick Access Toolbar** in Microsoft Word, Excel, and other Microsoft Office products. 2. Quick access refers to a location in the Windows 10 File Explorer that shows all the recently opened files and folders and pinned folders. |

# CHALLLENGE 2

* Open File explorer and create the following folder and sub folders:

C:\Users\LENOVO\Desktop\PNC-2024\TERM1\BCU\CHAPTER-2\S2-PRACTICE

* Inside this folder, create the following file content



# CHALLLENGE 3

Search for file and explain how you did it

|  |  |
| --- | --- |
| SEARCH | HOW DID YOU DO |
| Files Containing “test” |  |
| Files bigger than 10 MB |  |
| Files type PNG |  |
| Files modified this week |  |

# CHALLENGE 4

Following the Challenge 2 pin the folders to quick access as below:

