



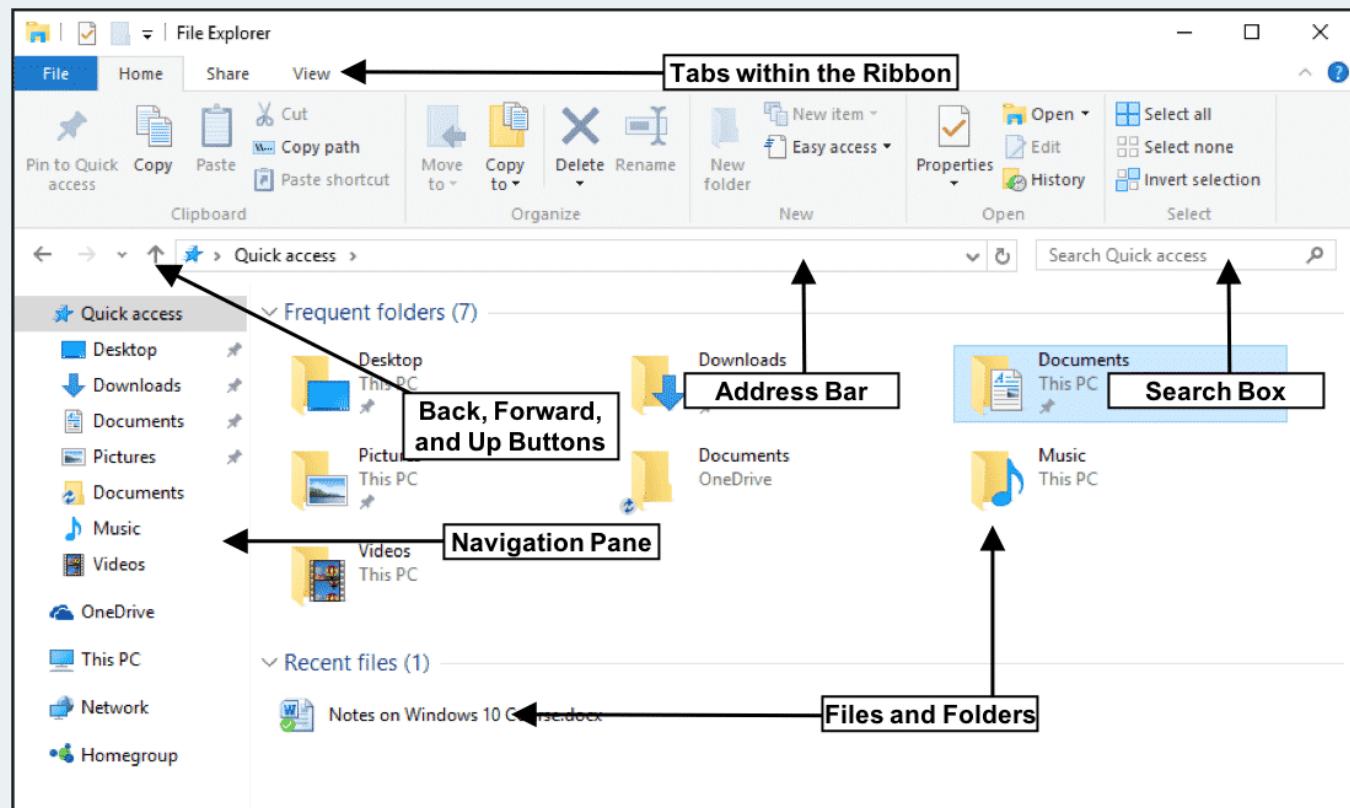
FILE MANAGEMENT

CST 8202

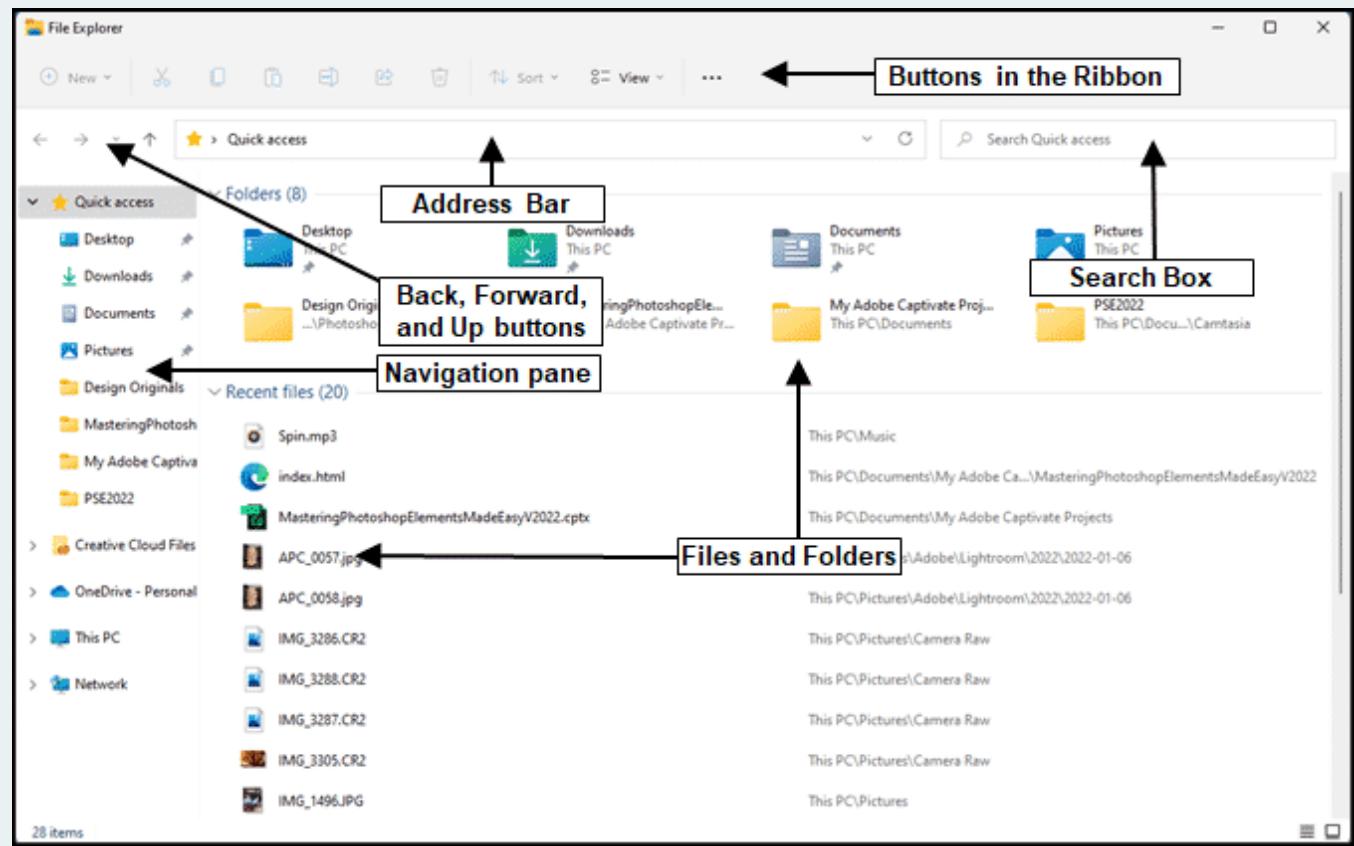
Objectives

- Develop file management strategies
- Plan the organization of your files and folders
- Explore libraries, folders, and files
- Find files and folders quickly
- Create folders
- Copy and move files and folders
- Name and delete files and folders
- Work with new files
- Sort and group files
- Customize a folder window

Windows 10 explorer



Windows 11 explorer



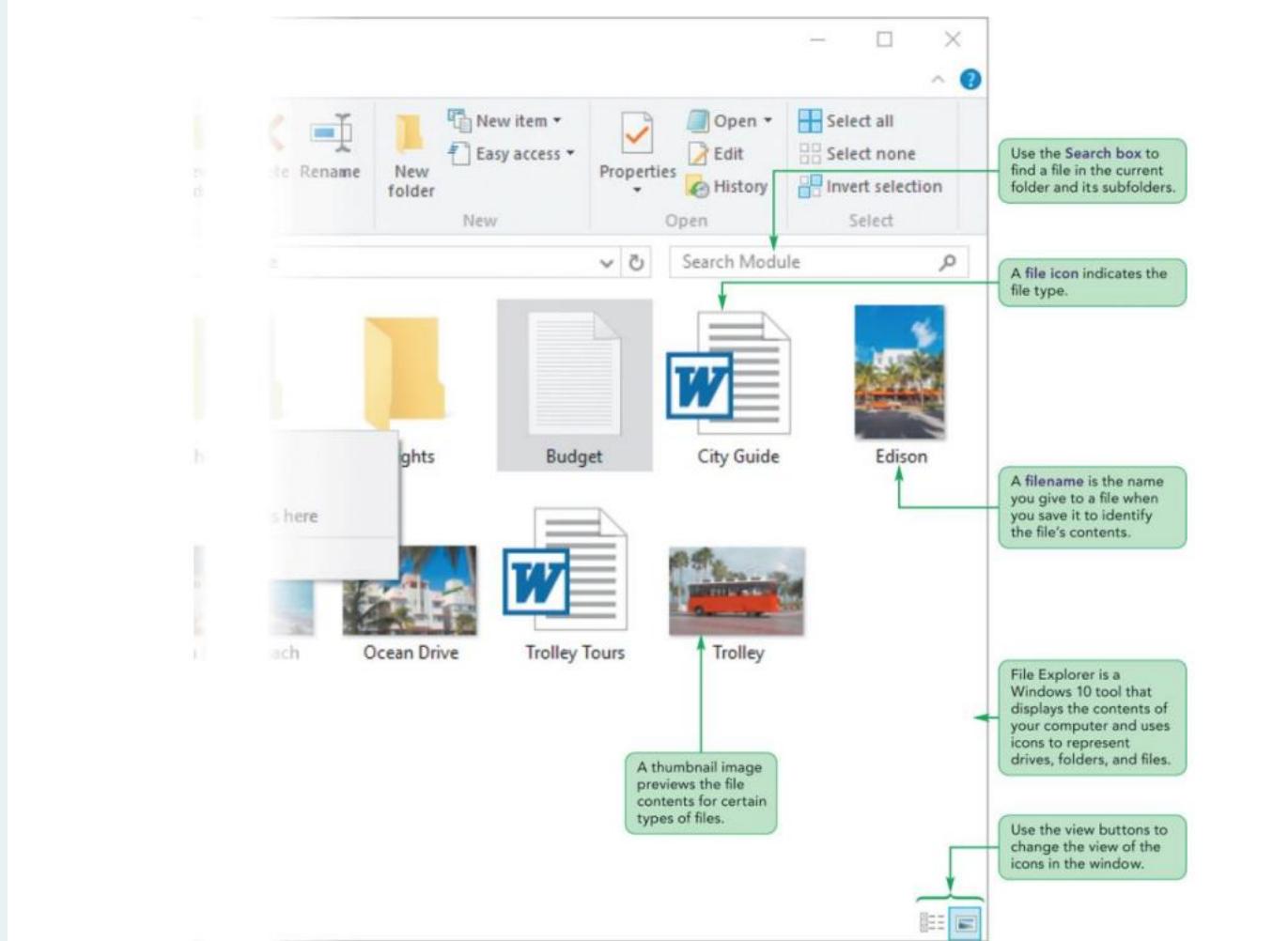
File Explorer Terminologies

- **Filename:** The name given to a file, including its extension (e.g., .txt, .docx).
- **Thumbnail:** A small image preview of a file, often used for graphics or videos.
- **Icon:** A visual representation of a file, folder, or application.
- **Search Box:** A field where users can enter keywords to find files or folders.
- **Folder:** A container for organizing files and subfolders.
- **Subfolder:** A folder within another folder.
- **File Path:** The location of a file, including its folder and subfolder hierarchy.
- **File Extension:** The characters after the dot in a filename, indicating the file type (e.g., .txt, .jpg).
- **View:** The way files and folders are displayed in File Explorer (e.g., List, Details, Tiles).
- **Navigation Pane:** A panel that displays frequently used folders and libraries.

Other File Explorer Terminologies

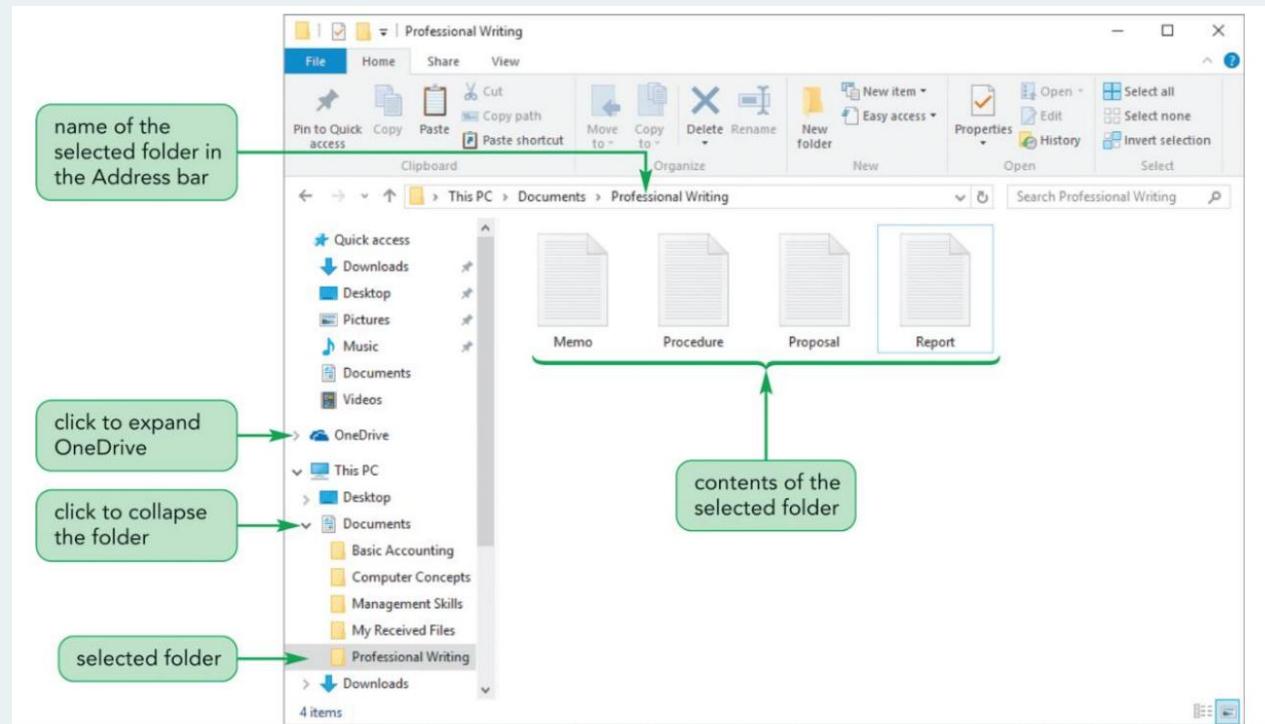
- **Library:** A virtual collection of folders and files.
- **Quick Access:** A section that displays frequently used folders and files.
- **File Properties:** Information about a file, such as its size, creation date, and permissions.

Files in a Folder Window

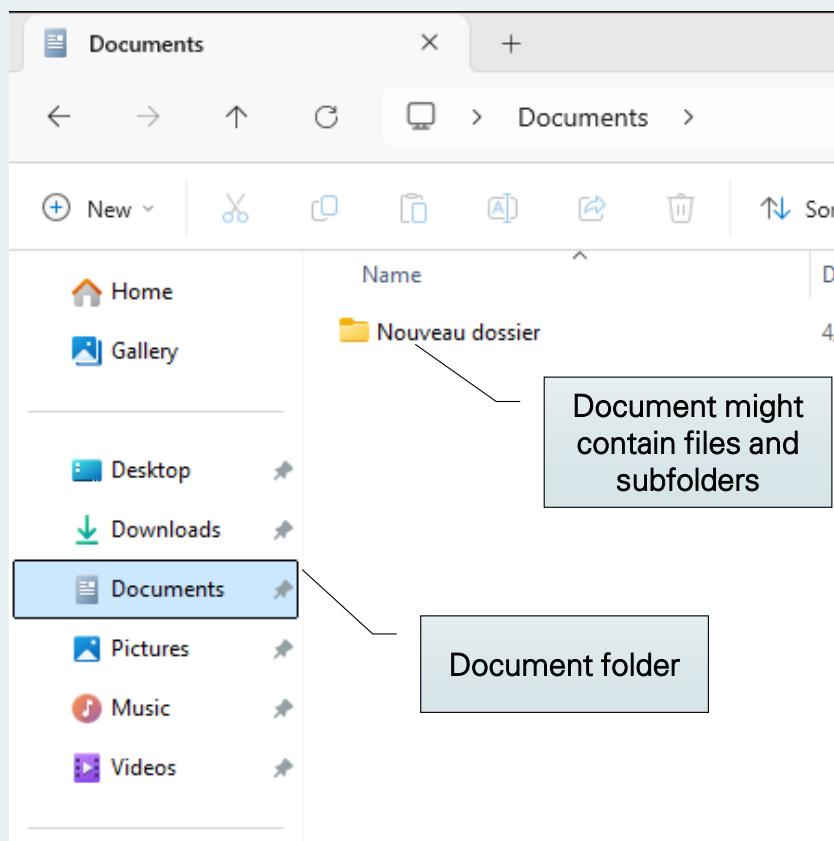


Exploring Files and Folders

- A folder window refers to any window that displays the contents of a folder
 - Divided into panes



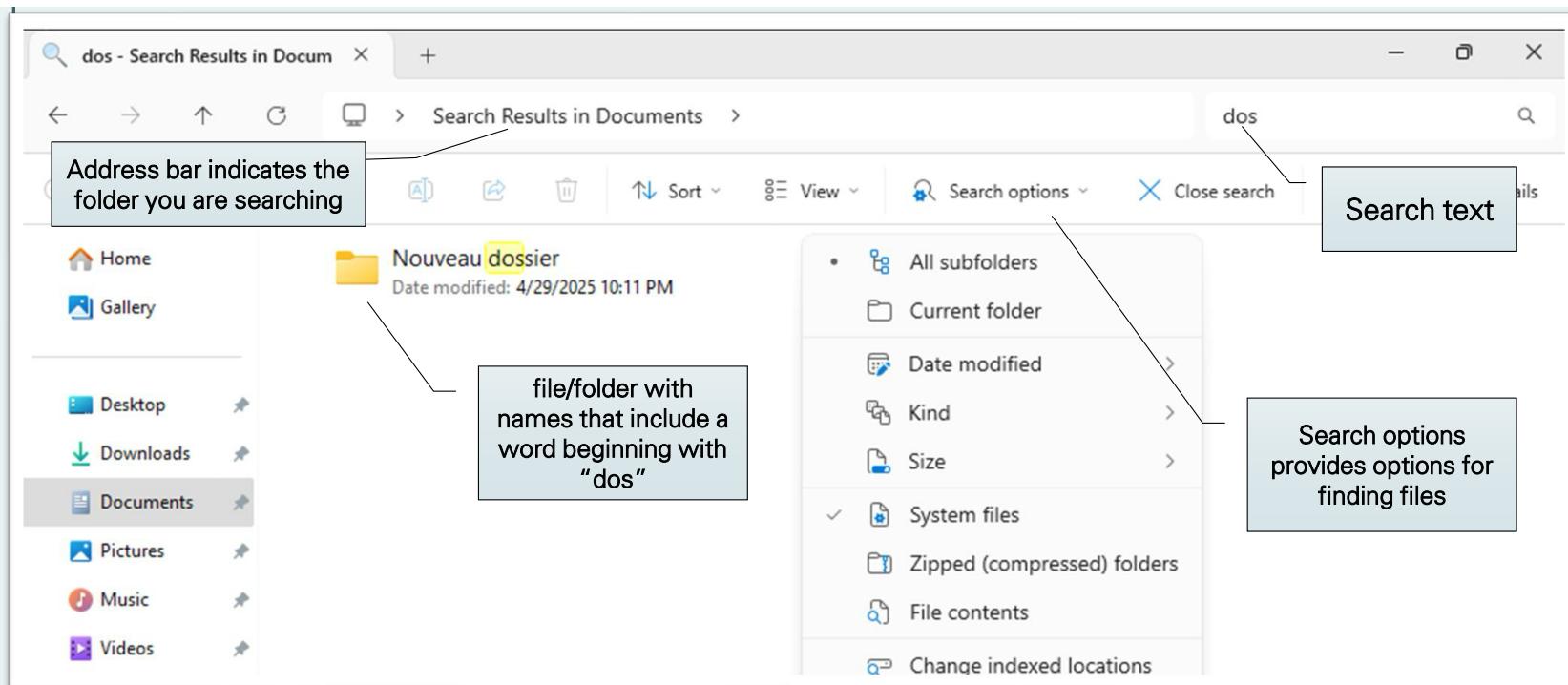
Exploring Files and Folders



To open the Documents folder:

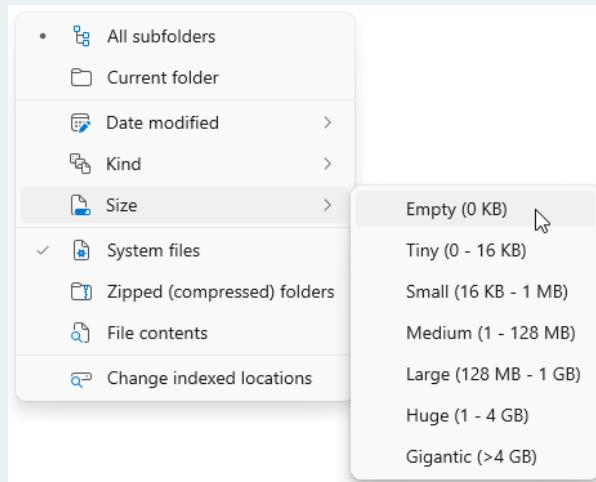
Click the **File Explorer** button on the taskbar. The File Explorer window opens, displaying the contents of the Quick access list.

Click the **Documents** icon in the navigation pane to display its contents in the right pane. The contents of your computer will differ.



Using the Search Box to Find Files

To find a file in the current folder or any of its subfolder, start typing text associated with the file in the Search box

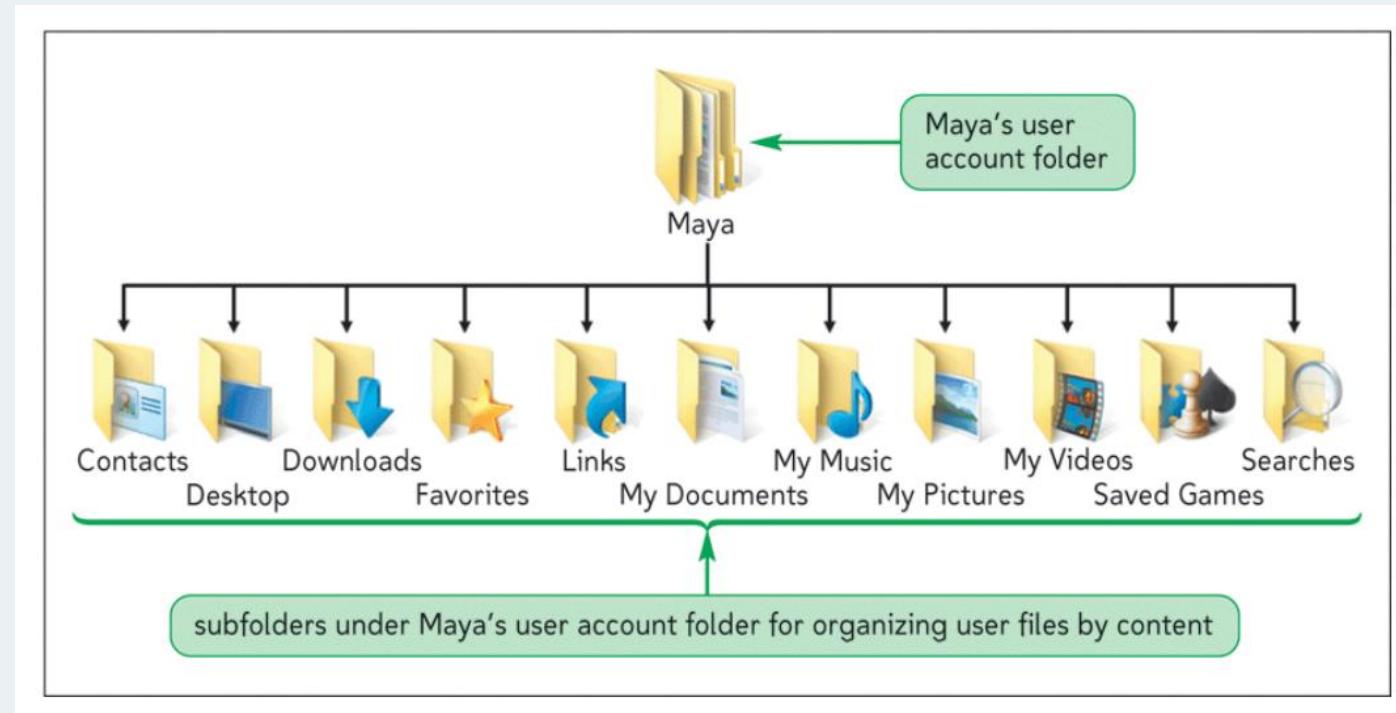


Search

- Quickly access the search box with F3
 - Keywords allow for powerful searching based on file parameters:
 - Size: size:>4GB size: size: (16KB – 1MB)
 - Type: type: .docx *.jpg
 - Date: will provide a calendar and other options such as date: today
 - You can also use wildcards such as *.* to find anything in the current directory

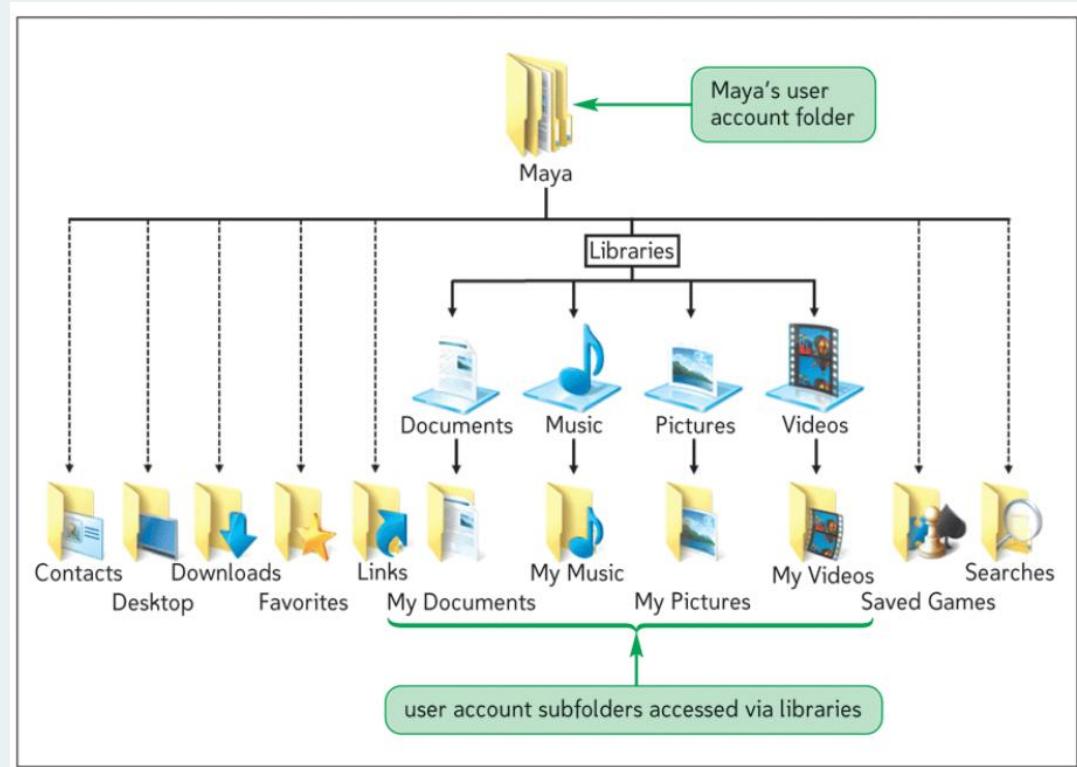
Organizing Folders and Files

- Music
- Pictures
- Videos
- Saved Games
- Searches
- Contacts
- Documents
- etc



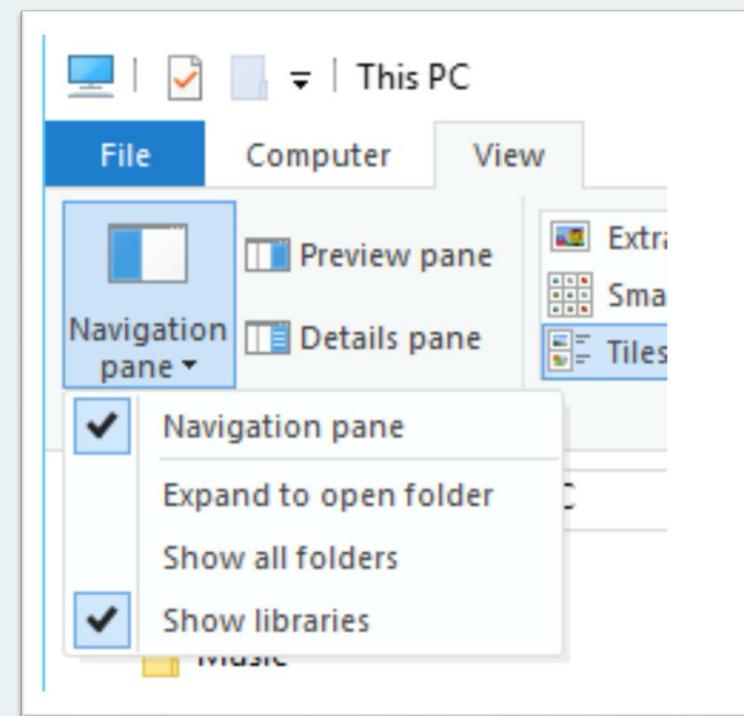
Working with Libraries

- A library is a virtual folder that consolidates files stored in different locations so you can work with all the files as a single group
 - Documents
 - Music
 - Pictures
 - Videos



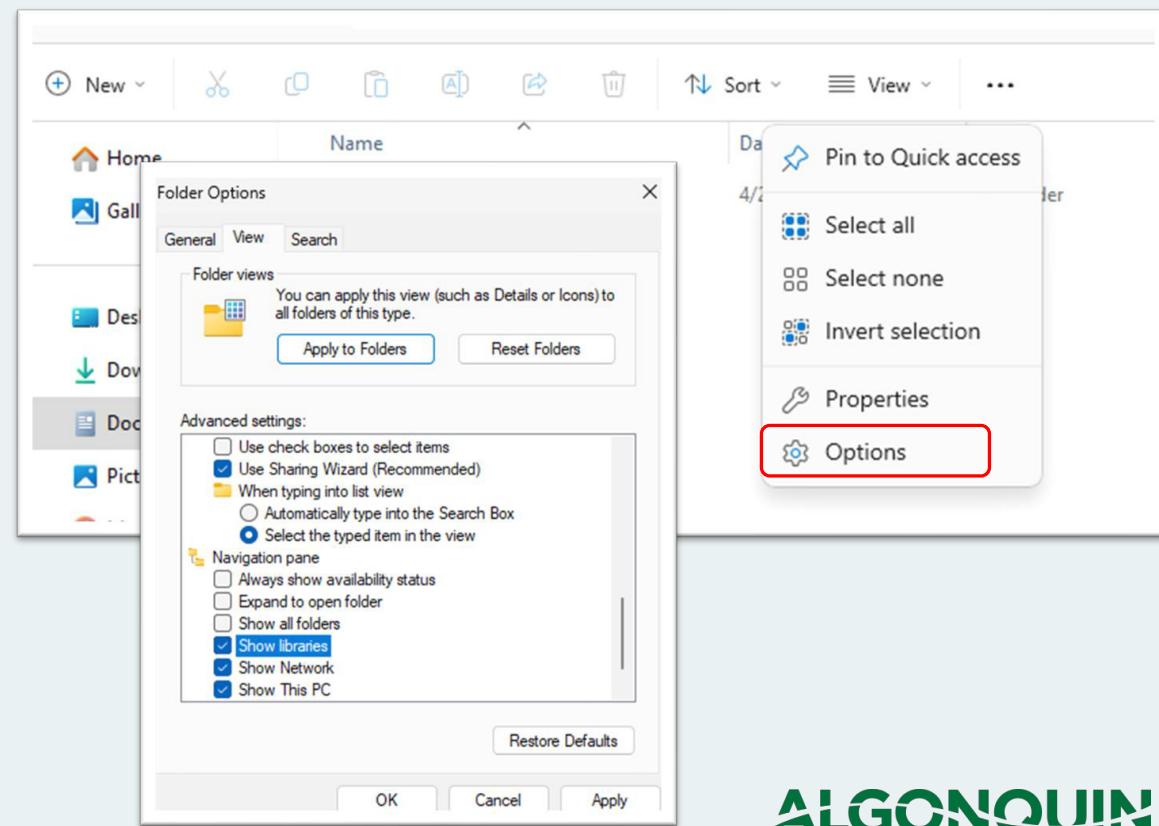
Working with Libraries (Windows 10)

- By default, Libraries may not be visible in Windows 10
- This can be modified by:
 - Selecting the View menu >
 - Navigation Pane >
 - Show Libraries



Working with Libraries (Windows 11)

- To show or hide Libraries in Windows 11 File Explorer, navigate to the "Show libraries" option within the "Navigation pane" settings.
 - In "File Explorer >
 - See more (three-dots menu) >
 - Options >
 - View".
- By checking or unchecking the "Show libraries" box, you can control whether the Libraries section is displayed in the navigation pane.



Managing Files and Folders

- Keep folder names short and familiar
- Develop standards for naming folders
- Create subfolders to organize files
- Windows has an upper limit of 255 characters for files
 - Windows will only recognize the first 255 letters in the file's path from root of drive to end of extension

Creating a Folder in a Folder Window

- In the navigation pane, click the drive, folder, or library in which you want to create a folder
- Click the Home tab and then click the New folder button in the New group, or click the New folder button on the Quick Access Toolbar
- Type a name for the folder, and then press the Enter key

OR

- Right-click a drive, folder, or library in the navigation pane or right-click a blank area in the folder window, point to New, and then click Folder
- Type a name for the folder, and then press the Enter key

Copying a File or Folder in a Folder Window

- Right-drag the file or folder you want to move to the destination folder
- Release the mouse button, and then click Copy here on the shortcut menu

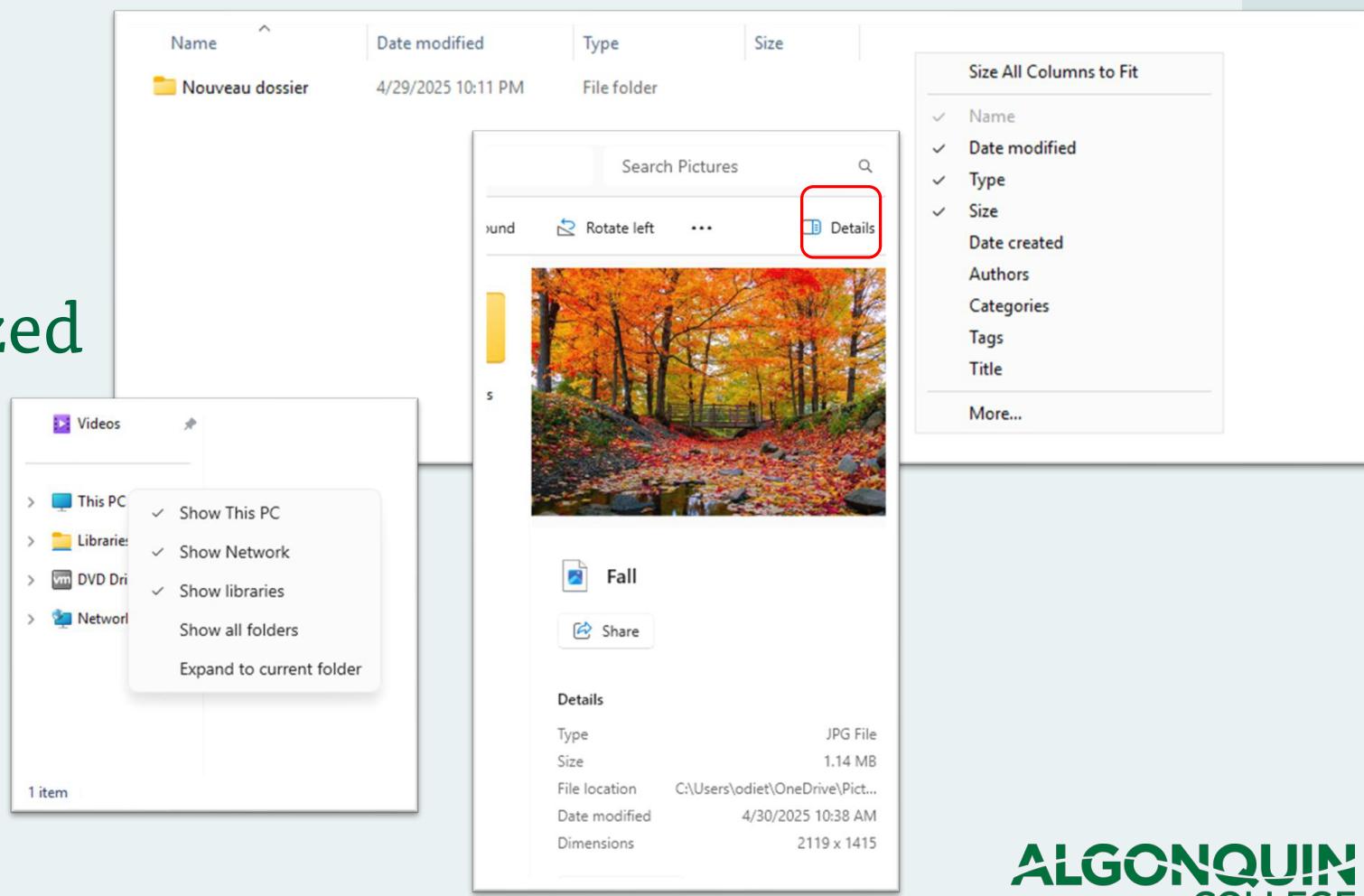
OR

- Right-click the file or folder you want to copy to the destination folder
- Then click Copy on the shortcut menu. (You can also click the file or folder and then press the Ctrl+C keys.)
- Navigate to and right-click the destination folder, and then click Paste on the shortcut menu. (You can also click the destination folder and then press the Ctrl+V keys.)

Dragging to Move and Copy Files

Drag a File or Folder:	Action:
Network Connection State	
Into a folder on the same drive	Moves the file or folder to the destination folder
Into a folder on a different drive	Copies the file or folder to the destination folder

Customized folder window



Naming and Renaming Files and Folders

- All files and folders must be uniquely identified
- Path
 - C:\Users\Dave\Documents\Algonquin\Myfile.txt
 - C:\Algonquin\Myfile.txt
- File and folder names are not case sensitive
- Main part of the filename—The name you provide when you create a file, and the name you associate with a file
- Dot—The period (.) that separates the main part of the filename from the filename extension
- Filename extension—Usually three or four characters that follow the dot in the filename

Guidelines for Naming Files

- Use common names
 - Don't change the filename extension
 - Find a comfortable balance between too short and too long
-
- Valid vs Invalid filenames
 - Valid file names include:
 - Space, number sign, dash, ampersand, upper and/or lower case, accented, more than one period, no extension, dashes, numbers, parentheses, the "at" symbol
 - Invalid filenames include:
 - Reserved names, colon, forward or back slash, asterisk, quotation marks, question mark, chevrons, pipe symbol

Guidelines for Naming Files

Examples of valid and invalid filenames	
Valid Filenames	Valid Characters
Five Year Sales Projection.xlsx	Spaces
PerformanceMeasurements.htm	Mixed case
NTFS vs. FAT Features.rtf	More than one period
CASHFLOW.XLS	All uppercase characters
bootmgr	No file extension
Resume #1.docx	Pound sign symbol (#) and number
Windows 7's System Requirements.docx	Apostrophe
Comparison of 32-bit & 64-bit Editions	Dashes, numbers, and ampersand (&)
Sales Commissions (1st Quarter).xlsx	Parentheses
@Innovator.com Privacy Policy.htm	@ symbol
Résumés	Accented characters (é)
Invalid Filenames	Invalid Characters
Drive C: Backup Report.docx	Reserved device name (C:)
Analysis: First Quarter Sales Performance.docx	Colon (:)
File Systems (NTFS/FAT/TFAT).ppsx	Slash (/)
Explorer\Advanced Registry Subkey.reg	Backslash (\)
High Priority Projects.docx	Asterisk (*)
Potential Mergers?.doc	Question mark (?)
"Top-Notch" Sales Staff.docx	Quotation marks
<Client Mailing List>.accdb	Chevrons (< and >)
Level 1 Level 2 Level 3 Rating Systems.docx	Pipe symbol ()

Using Wildcards in File Specifications

- Wildcards are special characters that can represent one or more characters in a search. This makes it easier to find files when you don't remember the exact name.
- Windows wildcards let you **specify a file or group of files by typing a partial filename**. The appropriate directory is scanned to find all the files that match the partial name.
- You can use the taskbar search
 - or you can use the search box in File Explorer (Windows key + E).

Using Wildcards in File Specifications

- Type Your Search Query: Start typing the part of the file name you remember. Use the Wildcard Characters:
- Asterisk (*): Represents zero or more characters.
- Question Mark (?): Represents a single character.
- Other symbols
 - ~< (begins with)
 - ~> (ends with)
 - ~~ (contains)
 - ~*? (matches pattern, or pattern match)

Deleting Files and Folders

- Click the file or folder you want to delete. (If you want to delete more than one file or folder, select them first.)
 - Press the Delete key, and then click the Yes button or
- Right-click the file or folder you want to delete. (If you want to delete more than one file or folder, select them first.)
 - Click Delete on the ribbon, and then click the Yes button

Working with New Files

- Creating a File
 - Start a program and then save the file in a folder on your computer
- Saving a File
 - When you save a new file, you use the Save As dialog box to specify a filename and a location for the file
- Opening a File
 - If you want to open a file in a running application, you use the Open dialog box, which is a folder window with additional controls for opening a file

Refining the Organization of Files

- Sorting files and folders means to list them in a particular order
- You can filter the contents of a folder to display only files and folders with certain characteristics
- A group displays a sequential list of all the files in a folder, grouped according to a file detail

Sorting and Filtering Files

The screenshot shows a file explorer window with a sidebar on the left containing links to Home, Gallery, Desktop, Downloads, Documents, Pictures (which is selected), Music, and Videos. The main area displays a list of files and folders. The columns are Name, Date, Type, Size, and Tags. A mouse cursor is hovering over the Size column header. A green callout box on the right side of the table states: "Files are sorted so that the smallest file appears first".

	Name	Date	Type	Size	Tags
	Camera Roll	4/29/2025 10:11 PM	File folder		
	Captures d'écran	4/29/2025 10:11 PM	File folder		
	Pellicule	4/29/2025 10:11 PM	File folder		
	Saved Pictures	4/29/2025 10:11 PM	File folder		
	Screenshots	4/29/2025 10:11 PM	File folder		
	Cartoon bird	4/30/2025 12:18 PM	PNG File	136 KB	
	Autumn Birds	4/30/2025 12:17 PM	WEBP File	198 KB	
	Fall	4/30/2025 10:38 AM	JPG File	1,177 KB	

Sorting and Filtering Files

The screenshot shows a file explorer window with the following details:

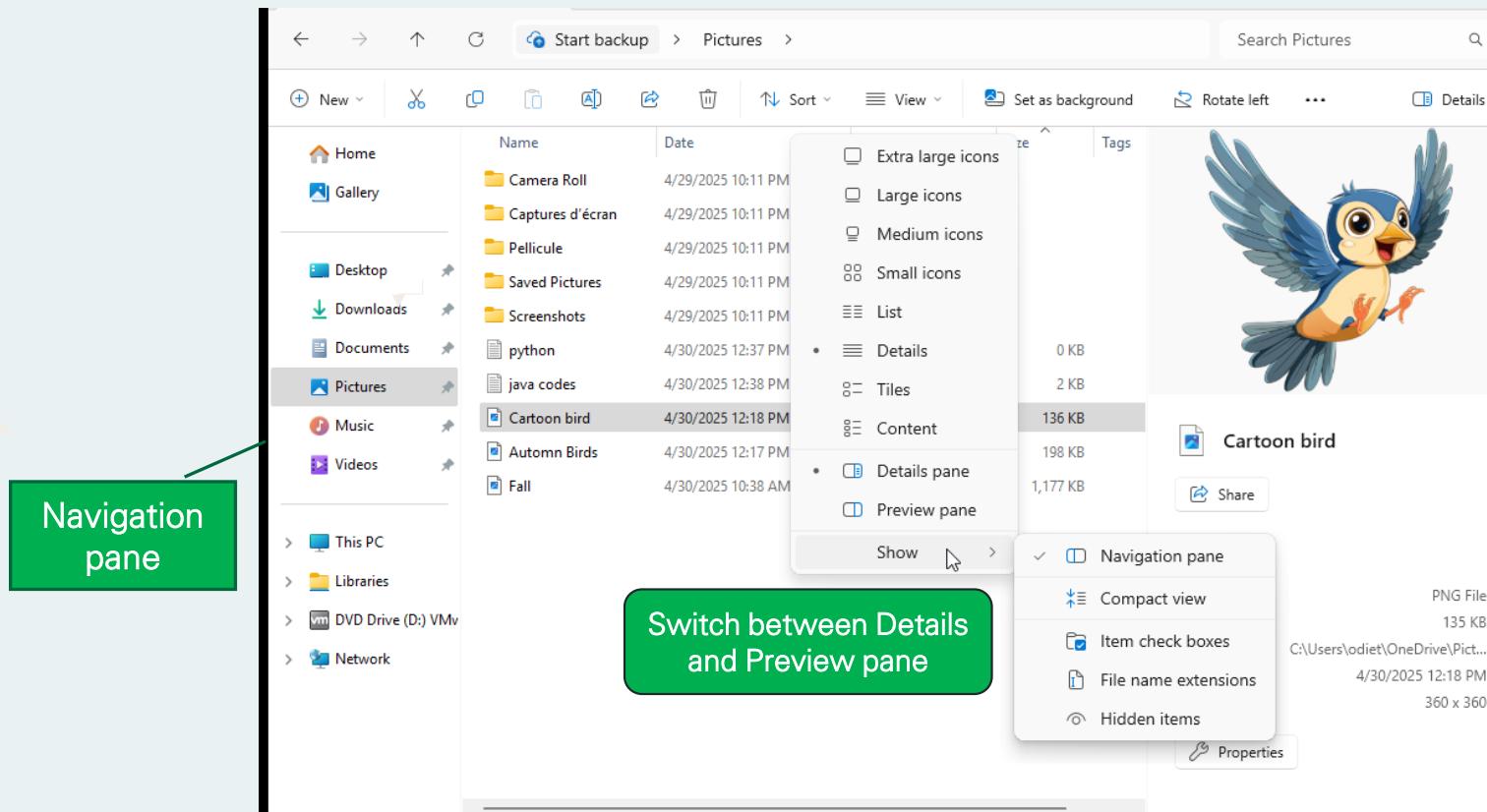
- Toolbar:** Includes New, Cut, Copy, Paste, Delete, Sort, View, and a three-dot menu.
- Left Sidebar:** Shows navigation links: Home, Gallery, Desktop, Downloads, Documents, Pictures (which is selected), and Music.
- File List:** Displays three files: "Cartoon bird" (4/30/2025 12:18 PM), "Autumn Birds" (4/30/2025 12:17 PM), and "Fall" (4/30/2025 10:38 AM). The "Fall" file is identified as a "JPG File" with a size of 1,177 KB.
- Filtering Overlay:** A dropdown menu is open under the "Sort" button, showing two options: "Yesterday" (unchecked) and "Today" (checked).

Sorting and Filtering Files

A screenshot of a file explorer window. On the left, there's a sidebar with navigation links: Home, Gallery (selected), Downloads, Documents, Pictures (selected), Music, Videos, and This PC. The main area shows a list of files grouped by type: JPG File, PNG File, Text Document, and WEBP File. Each group contains specific files like 'Fall', 'Cartoon bird', 'java codes', 'python', and 'Autumn Birds'. A context menu is open over the 'Text Document' group, showing options: Name, Date, Type (selected), More, Ascending, Descending, Group by, and another Type option. A green callout box points to the 'Type' option in the menu with the text 'Four types of files'. Another green callout box points to the 'Pictures' link in the sidebar with the text 'Click to hide (or show) the files in this group'.

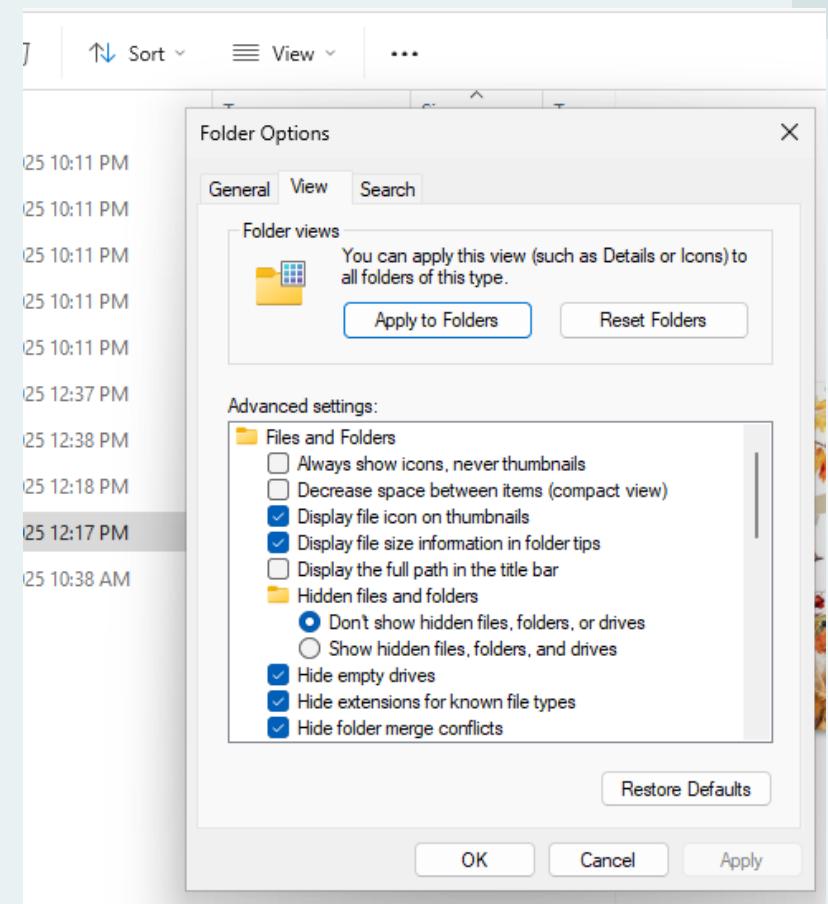
Name	Date	Type	Size	Tags
JPG File	4/30/2025	File	1,177 KB	
PNG File	4/30/2025	File	136 KB	
Text Document	4/30/2025	Document	2 KB	
WEBP File	4/30/2025 12:17 PM	File	~ KB	

Sorting and Filtering Files

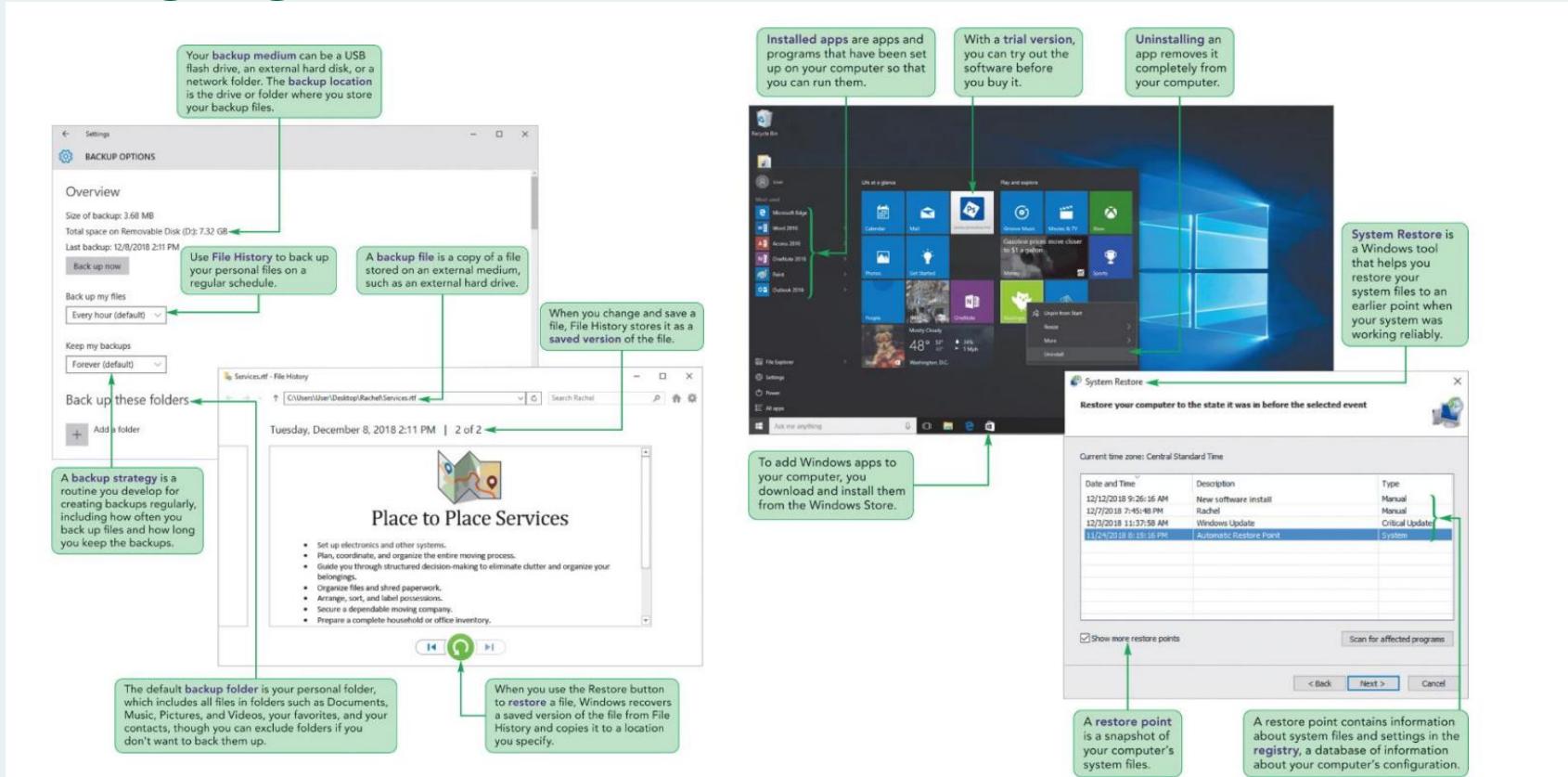


Checking Folder Options

- Click the three dots button on the toolbar, click **options**, and then click the View tab in the Folder Options dialog box

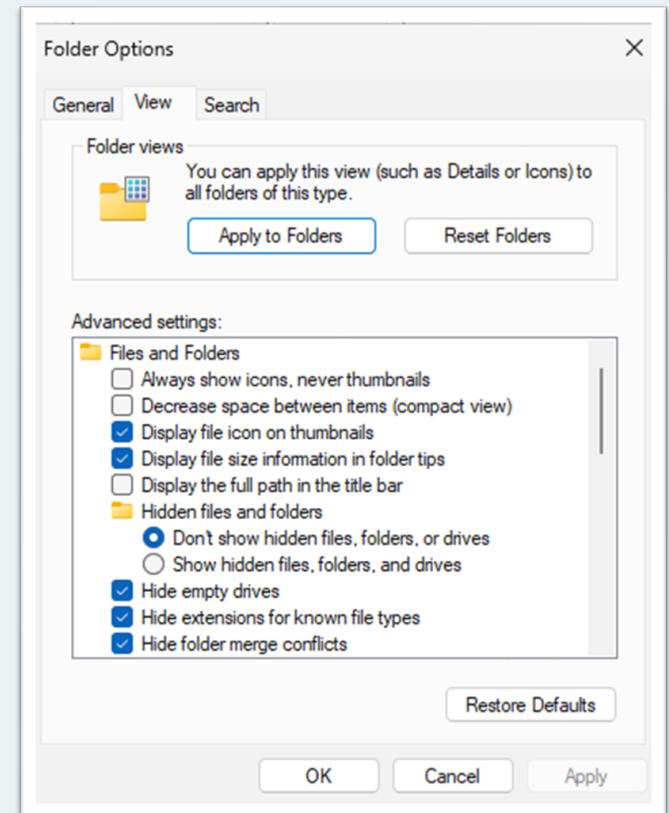
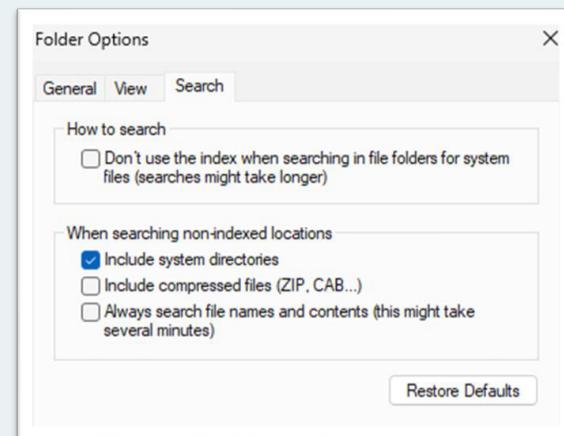


Managing Data and Software



Restoring Folder Settings

- Click the three dots button on the toolbar, click options,
- You can restore to Default on the General, View and Search Tab



Thank
you

Questions???

