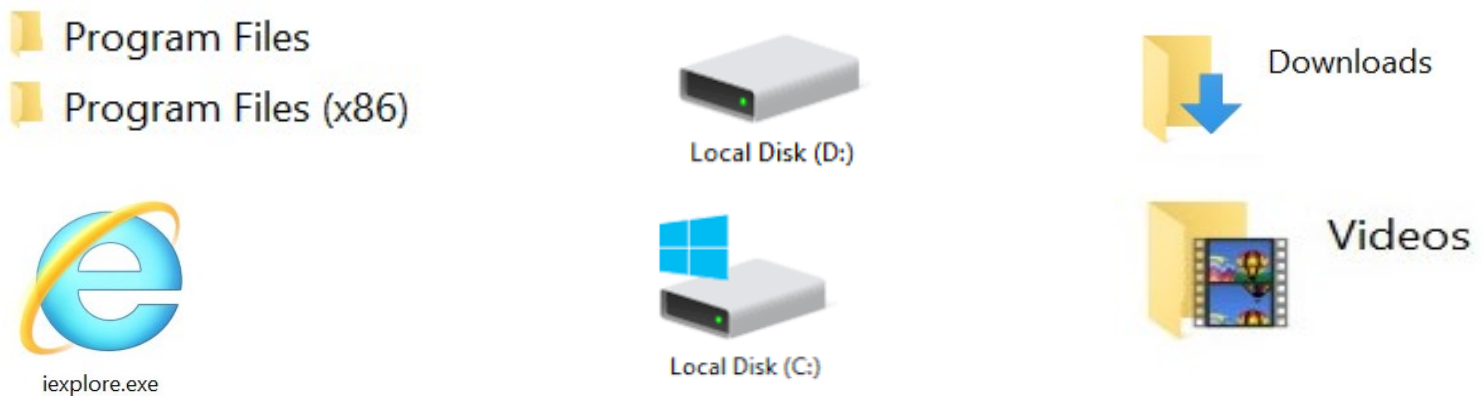


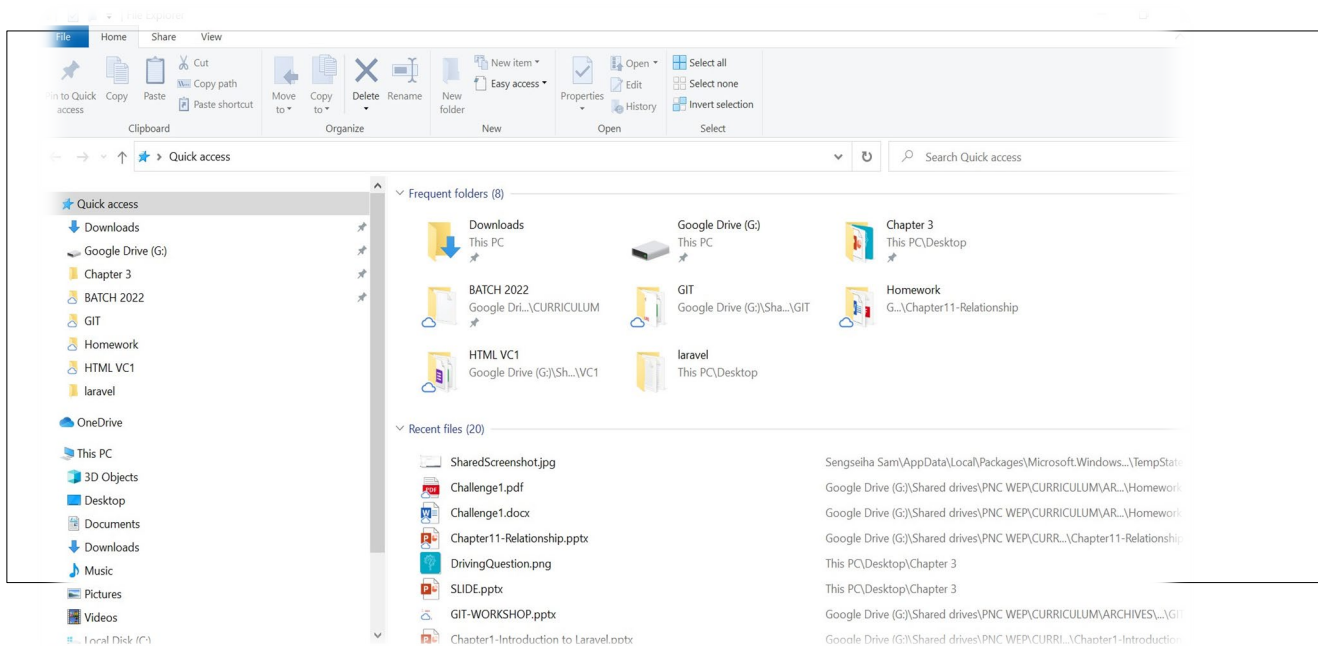


## CHAPTER 6: FILE EXPLORER

Where are files, folders, hard drive in your computer?



**File explore:** is a file manager or application that allow us navigate and manage files and folders and hards drive





## File Explorer

1. **File Explorer ribbon**: contains button for common tasks to perform with your files and folder
2. **Navigation Pane**: contains storage device, library of documents, pictures which you can access
3. **Frequent Folder**: contains folders which you have accessed recently
4. **Recent Files sections**: contains files which you have access recently



Files in **Recent Files sections** and Folders in **Frequent Folder** can be pinned to quick access

Select file and or folder



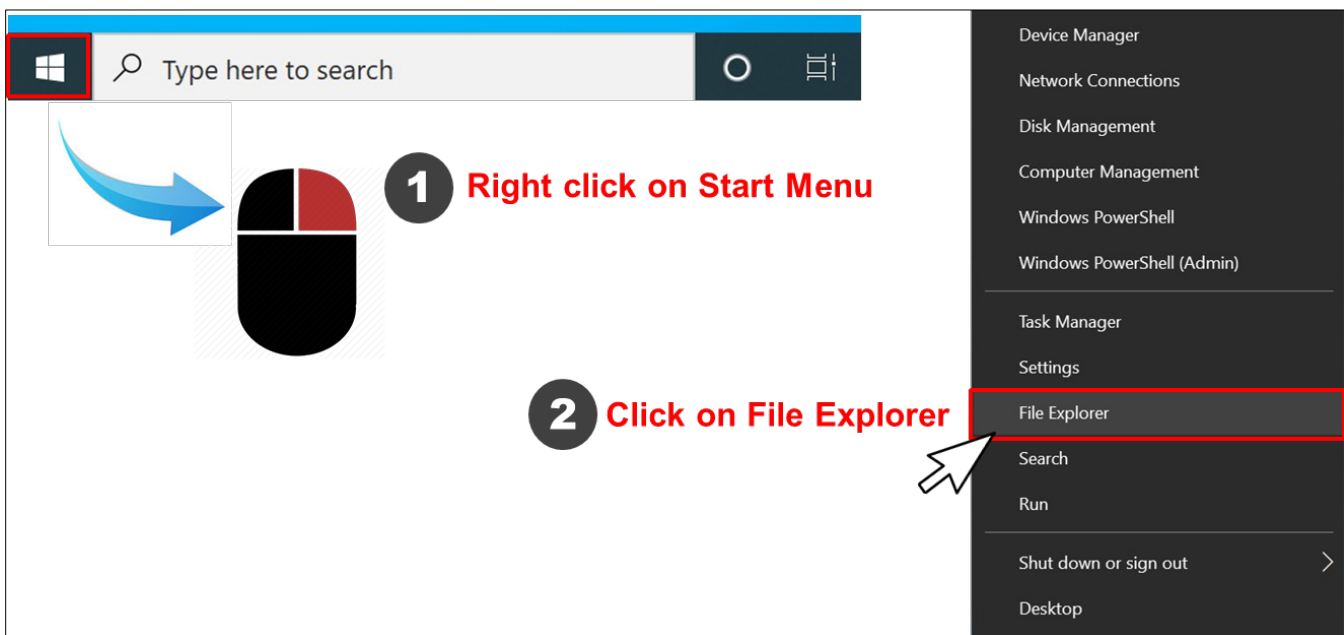
Right click



Pin to quick access



There are two ways to reach File explore





## Second way

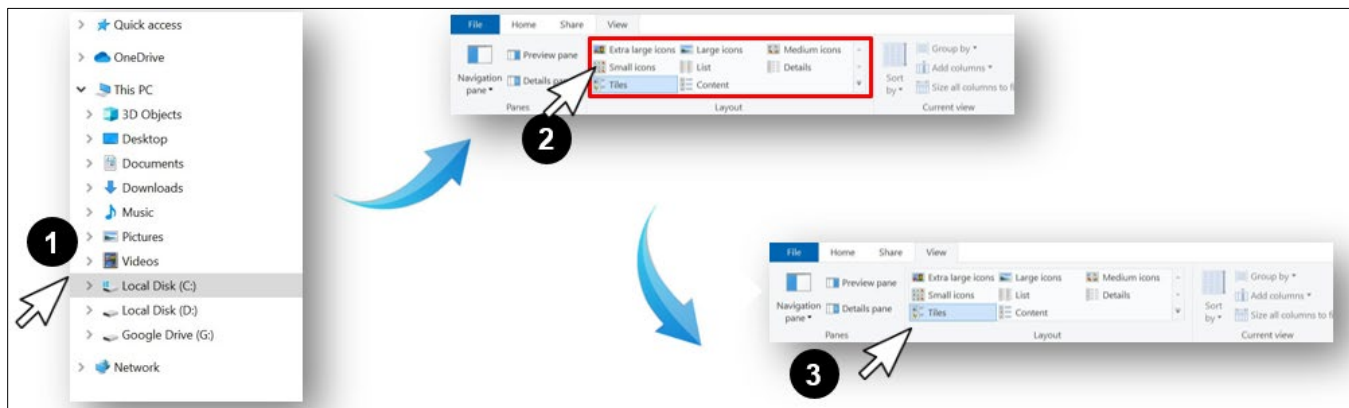
### Short cut key



## File Explorer

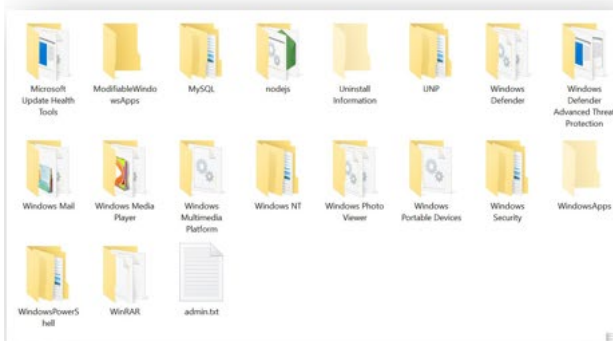
Files and Folders are viewed by different ways:

- Select Directory you want to view
- Click on tab view in File customize Ribbon
- Select the type of view (Large icons, Small Icon, Tiles...)



## Getting start with File and Folder

### Large icon view

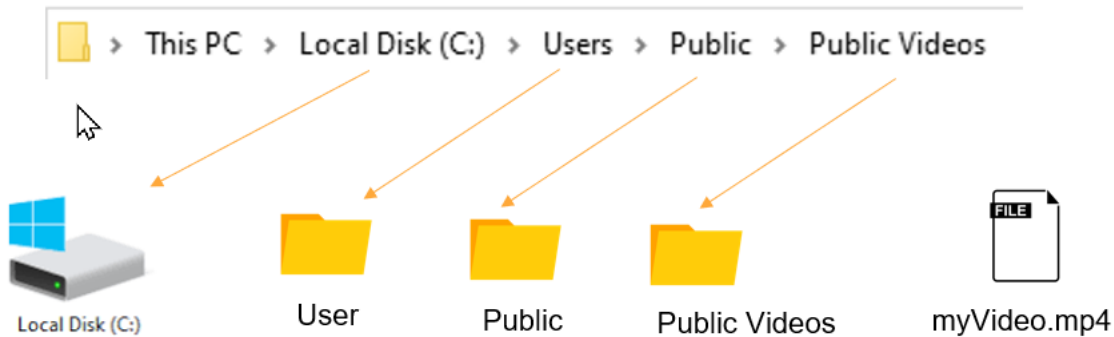


### Detail icon view

Name	Date modified	Type	Size
7-Zip	1/23/2021 5:19 PM	File folder	
Adobe	1/24/2021 11:15 PM	File folder	
Common Files	1/24/2021 10:07 AM	File folder	
Google	1/23/2021 3:04 PM	File folder	
Intel	1/23/2021 1:14 PM	File folder	
Internet Explorer	1/23/2021 9:25 PM	File folder	
Microsoft Office	1/31/2021 8:45 AM	File folder	
Microsoft Office 15	1/24/2021 10:01 AM	File folder	
Microsoft Update Health Tools	1/25/2021 12:13 AM	File folder	
ModifiableWindowsApps	3/19/2019 11:52 AM	File folder	
MySQL	1/23/2021 5:15 PM	File folder	
nodejs	1/23/2021 5:32 PM	File folder	
Uninstall Information	11/16/2019 6:59 AM	File folder	
UNP	1/24/2021 8:38 AM	File folder	
Windows Defender	1/23/2021 9:25 PM	File folder	
Windows Defender Advanced Threat Protection	1/23/2021 9:25 PM	File folder	
Windows Mail	1/23/2021 9:25 PM	File folder	
Windows Media Player	1/23/2021 9:25 PM	File folder	
Windows Multimedia Platform	3/19/2019 1:23 PM	File folder	
Windows NT	3/19/2019 12:02 PM	File folder	
Windows Photo Viewer	1/23/2021 9:25 PM	File folder	

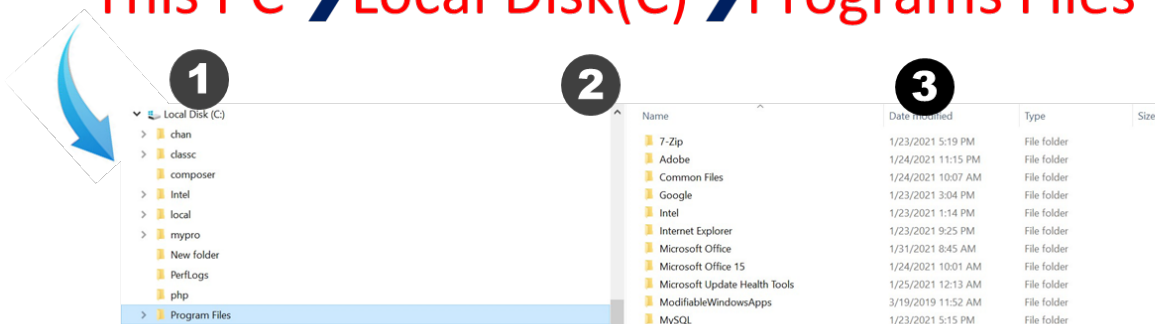


## Hierarchy of folders



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

**This PC > Local Disk(C) > Programs Files**



- 1** This PC: contains local disk C
- 2** Local Disk(C): contains Program Files and it is a sub directory of PC.
- 3** Program Files: It is a sub directory of drive C.

Note: They are in order hierarchy.



## Quick Access Bar

### 1. To go directory and sub directory in the left navigation pane quickly by typing

- **Drive:** c:\ or d:\ or c:/ or d:/
- **Folders:** Exact Name of folder...windows, Program Files, Downloads, Musics

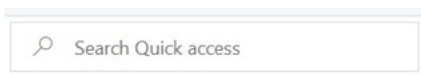
### 2. To open window application quickly by typing name of execute file.

Winword, mspaint, msaccess, excel

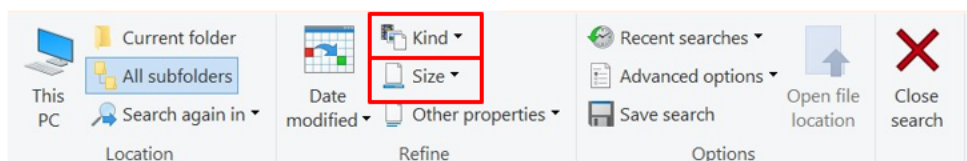
## Search Quick Access

Search files or folders of selected drive, folder which are in the left navigation pan.

### 1 Type name of file or folder



### 2 Set single or multiple criteria



To get multi criteria, Just click on each option. Then it will show you in

search quick access box

## Criteria in search option

**Current Folder:** Search only selected folder not any sub folder.

**All subfolders:** Search on selected folder and its all sub folder.

**Date Modified:** Search files or folder which theirs date modified in today, last week, last year...

**Kind:** Search on file type. (image, video, movie, game...)



**Size:** Search on files or folder owing to their size in KB, MB, GB...

**Recent search.** Search on file or folder owing to the recent name which user type in search quick access box.

**Advance option:** There are three thing. They are Content, File system, and Compress File which include when you select one of them

## Recycle Bin



Empty Recycle Bin



Recycle Bin store  
deleted files and folders

- **Recycle Bin:** is a container used to store files or folders you have deleted.
- In default, it is in desktop.



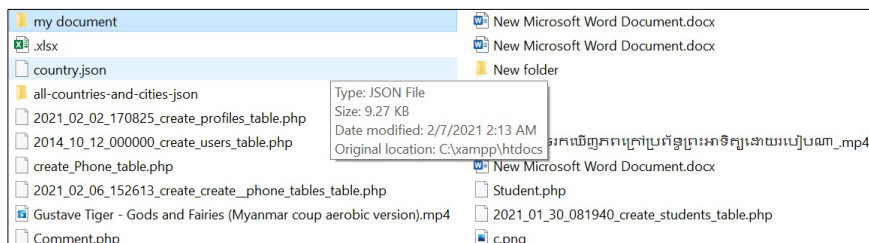
or



### ➤ To get files or folders deleted back.

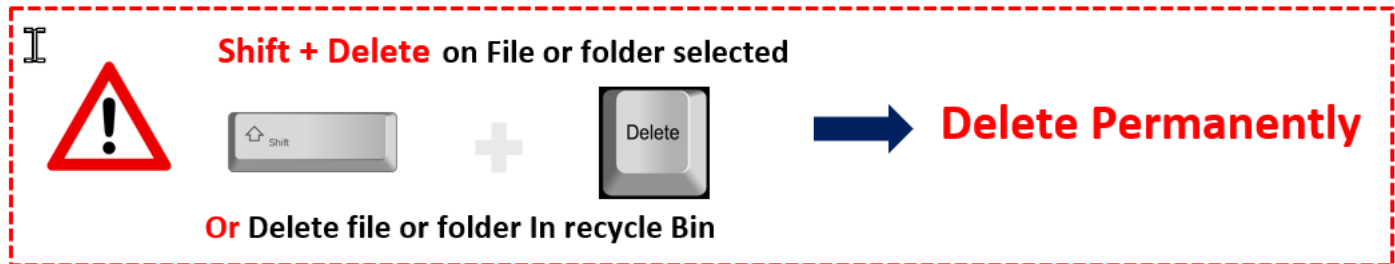
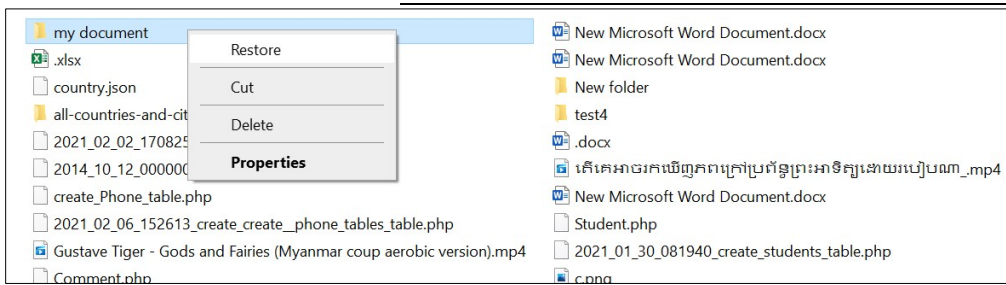
**Step1:** Double Click  **X2** on Recycle Bin

**Step2:** Find the files or Folders you have deleted



**Step 3:** Right click the file or folder and click **Restore**

The files or folder return back the source directory



## Summarize

1. What is file Explorer?
2. What are File explorer ribbon, Navigation pane, Frequent Folder, Recent Files sections?
3. What is Recycle Bin? And how to get files or folder deleted back?
4. List down criteria in search option and explain?

Put Your Answer Here

This image shows a full page of white paper with horizontal dashed lines, typical of primary school writing paper. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



A large rectangular area with rounded corners, outlined in blue, containing 20 horizontal dotted lines for writing.





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