# File Management

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Time Required: 30 minutes

File management is a fundamental skill in working with computers. Windows 11 offers various tools and features to help users effectively organize and manage their files and folders. In this tutorial, we will cover the basics of file management in Windows 11.

# Tutorials

These tutorials give you a quick overview of File Explorer.

## Navigating File Explorer

* Open File Explorer by clicking on the folder icon in the taskbar or pressing the Windows key + E.
* The Ribbon at the top provides various commands for managing files.
* Quick Access on the left shows frequently accessed folders and recently opened files.

## Working with Files and Folders

* Right-click to create a new folder and give it a relevant name.
* To rename a file or folder 🡪 right-click and choose "Rename."
* To copy or move a file, select it and use the "Copy" or "Cut" options from the Ribbon, then navigate to the destination and use "Paste."
* To delete a file, select it and press the Delete key; it will be moved to the Recycle Bin.
* Deleted items remain in the Recycle Bin until you empty it or restore items.

## Organizing Files

* Click the column headers to sort files by name, date, size, etc.
* Use the View options in the Ribbon to choose how files are displayed.
* You can assign tags to files to categorize them for easier organization.

## Searching for Files

* Use the Search box at the top-right to search for files by name.
* Apply filters to narrow down search results.

## Managing Storage

* Check your storage space by going to Settings > System > Storage.
* Use Disk Cleanup to remove unnecessary files to free up space.
* Manage storage settings to set defaults for where new content is saved.

File management is essential for keeping your computer organized and your work efficient. Windows 11 provides intuitive tools to help you manage files, folders, and storage effectively. By mastering these basics, you'll be better equipped to handle your digital documents and resources.

# Assignments

## Navigating File Explorer

Let’s create a folder structure for holding and organizing your school files. Your folder doesn’t have to be exactly like the next steps.

1. Create a new folder on the storage device you use called “WNCC”
2. Inside this folder 🡪 create subfolders with the name of your classes. For example: Fa24 IT Technical Support
3. Underneath that 🡪 Create folders named Wk 1, Wk 2, up to Wk 16.
4. Take a screenshot of the folder structure.

Click or tap here to enter text.

## Working with Files and Folders

1. Move the files you have into your new folder structure.
2. Include a screenshot of the files in their respective locations.

Click or tap here to enter text.

## Searching for Files

1. Perform a search for a specific file on your computer using the Search box.
2. Include the search results screenshot in your assignment.

Click or tap here to enter text.

## Assignment Submission

Attach this document to the assignment in BlackBoard.