

Google IT Support Certificate: Course 3: Operating Systems and You

Week 1: Navigating the System

Quiz: Creating, Modifying, and Removing Files and Folders in Windows

Introduction

In Windows, files and folders are managed using an interface program called File Explorer. File Explorer presents files and folders in a hierarchical tree-like structure, and makes it easy to perform tasks like creating, copying, moving, and deleting files.

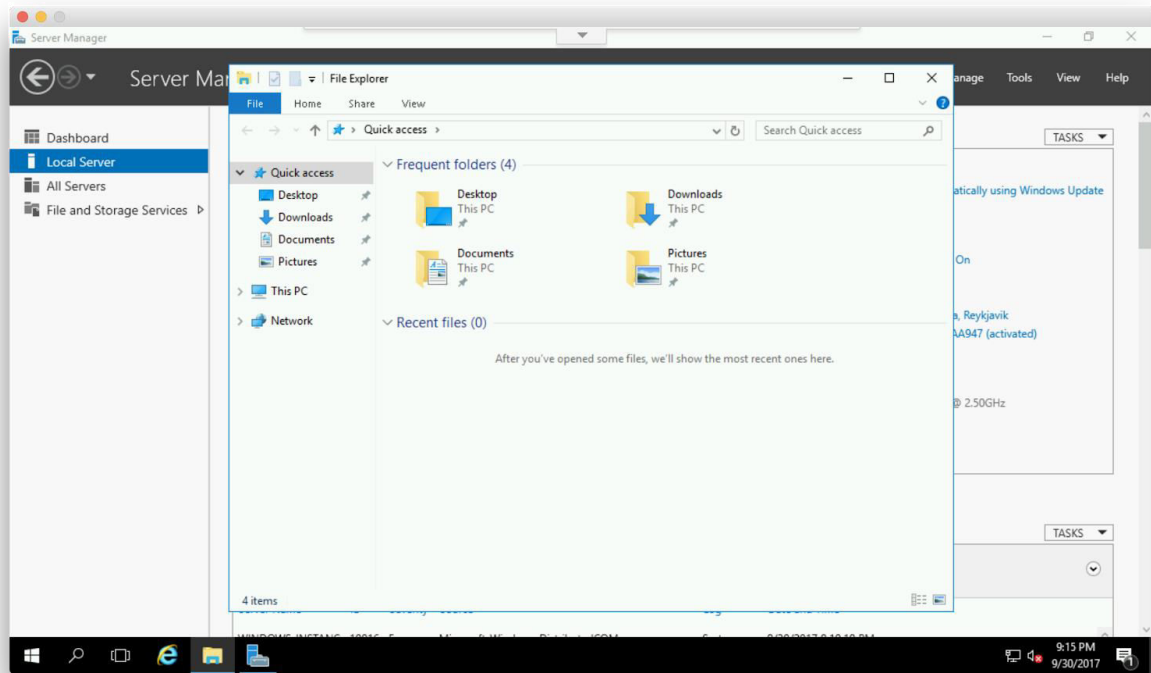
What you'll do

In this lab, you'll create and modify folders using the File Explorer tool. By the end of this lab, you'll complete the following:

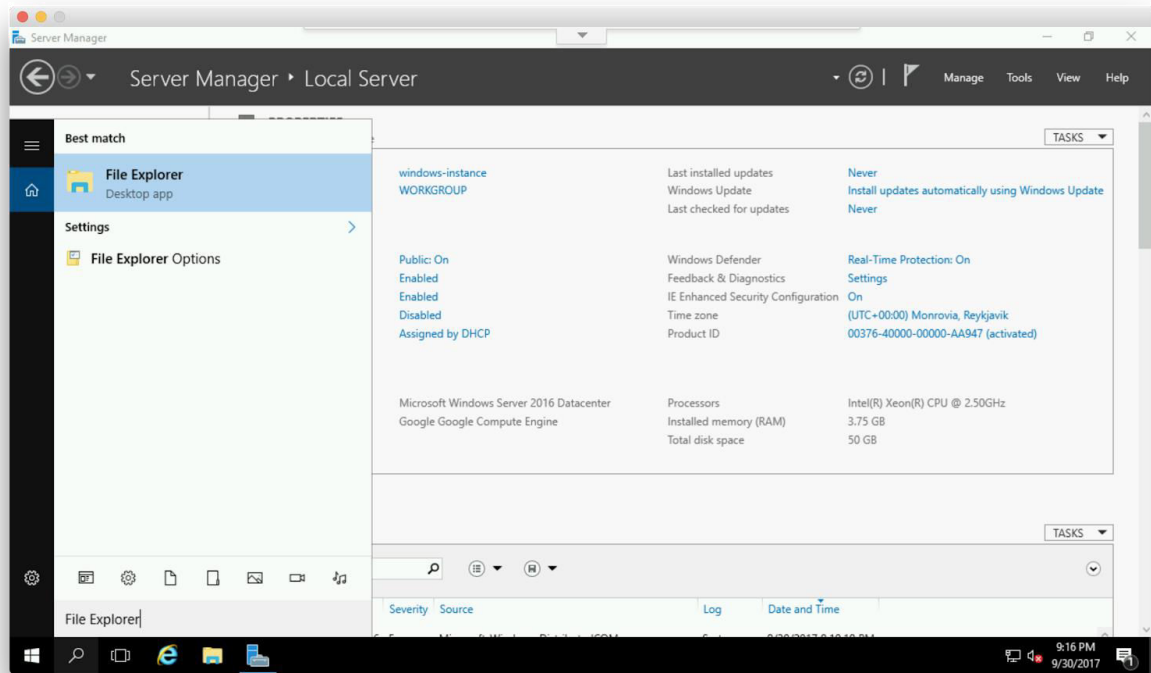
- **Create** a folder and file using the File Explorer tool.
- **Modify** and rename files and folders using the File Explorer tool.
- **Copy** and move files using the File Explorer tool.
- **Remove** and delete files and folders using the File Explorer tool.
- **Search** for specific files and folders using the "Search" menu in the File Explorer tool.

You can open File Explorer using either of these two ways:

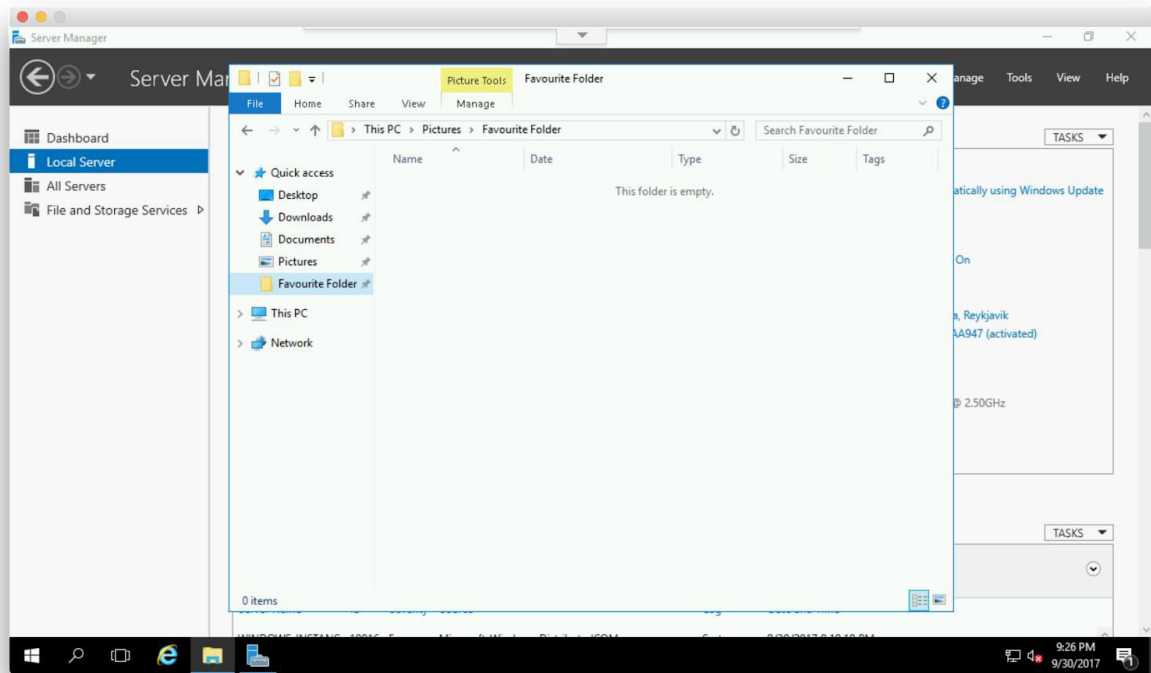
1. Click on the File Explorer icon, which can be found on the Windows taskbar.



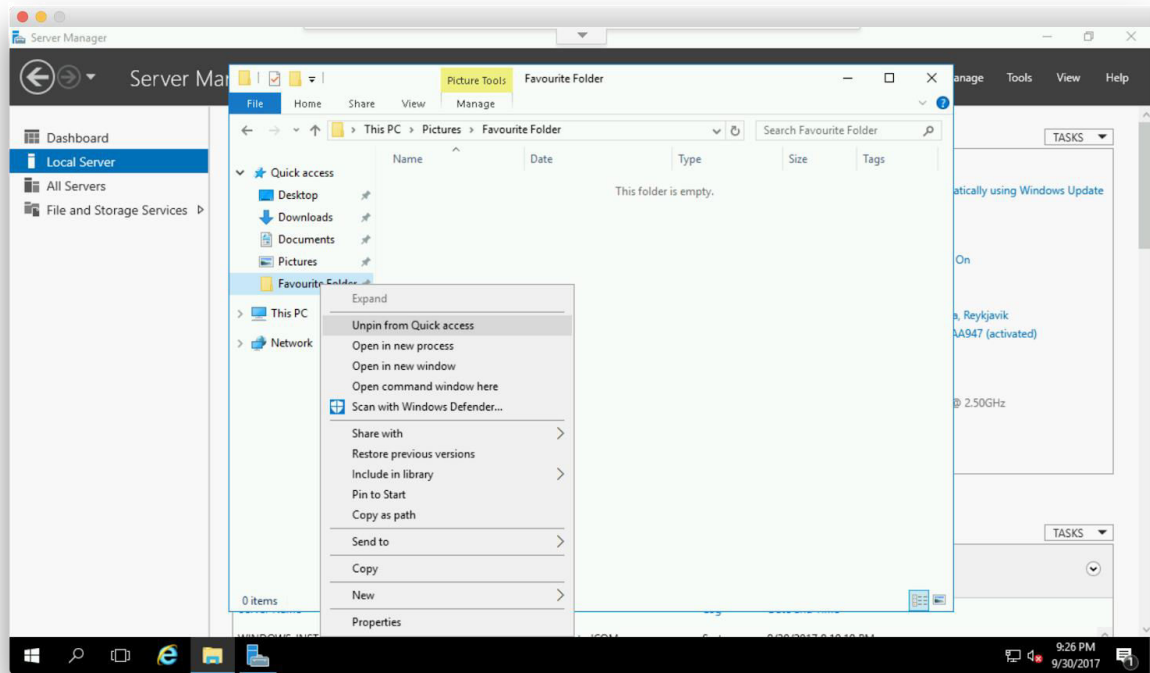
2. Or search for the app "File Explorer" in the search bar, and press "Enter" on your keyboard.



On the left-hand-side panel of File Explorer, a "Quick access" list of folders is shown. You can add folders to Quick access by dragging them there.

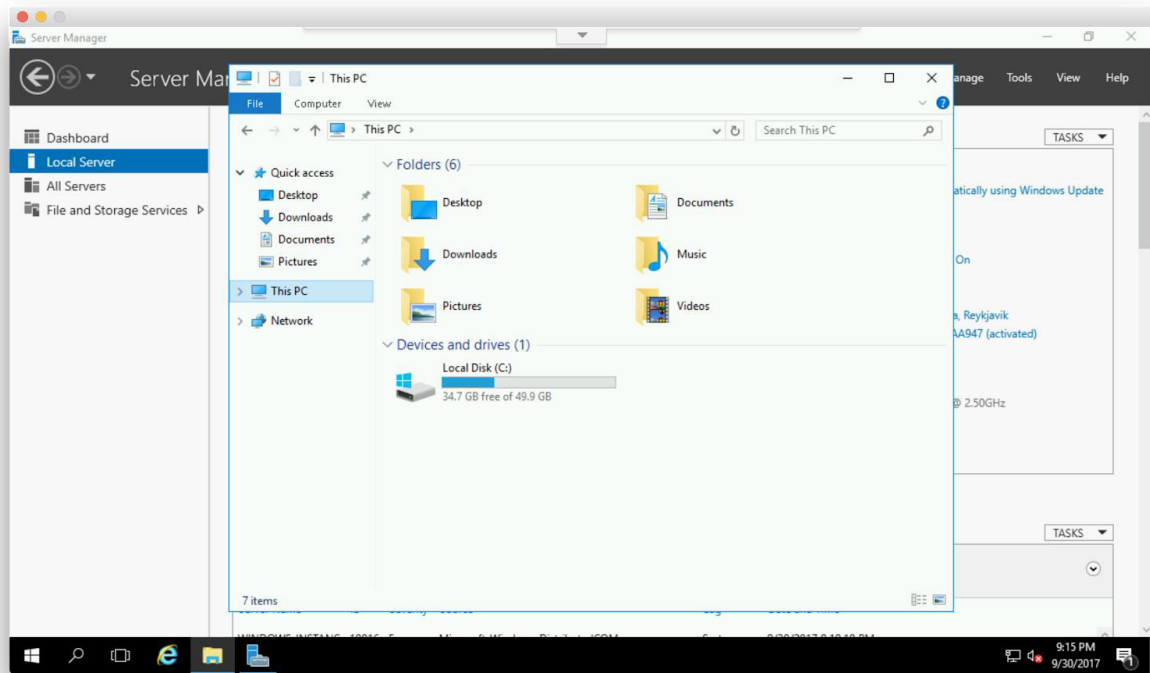


You can remove folders from Quick access by right clicking and selecting "Unpin from Quick Access."



In Windows, storage volumes are referenced by a single letter. Usually, Windows is installed on the C:\ drive, but storage volumes can be designed by any letter between A-Z. On the Windows virtual machine, all files and folders in a Windows system are rooted at **C:**

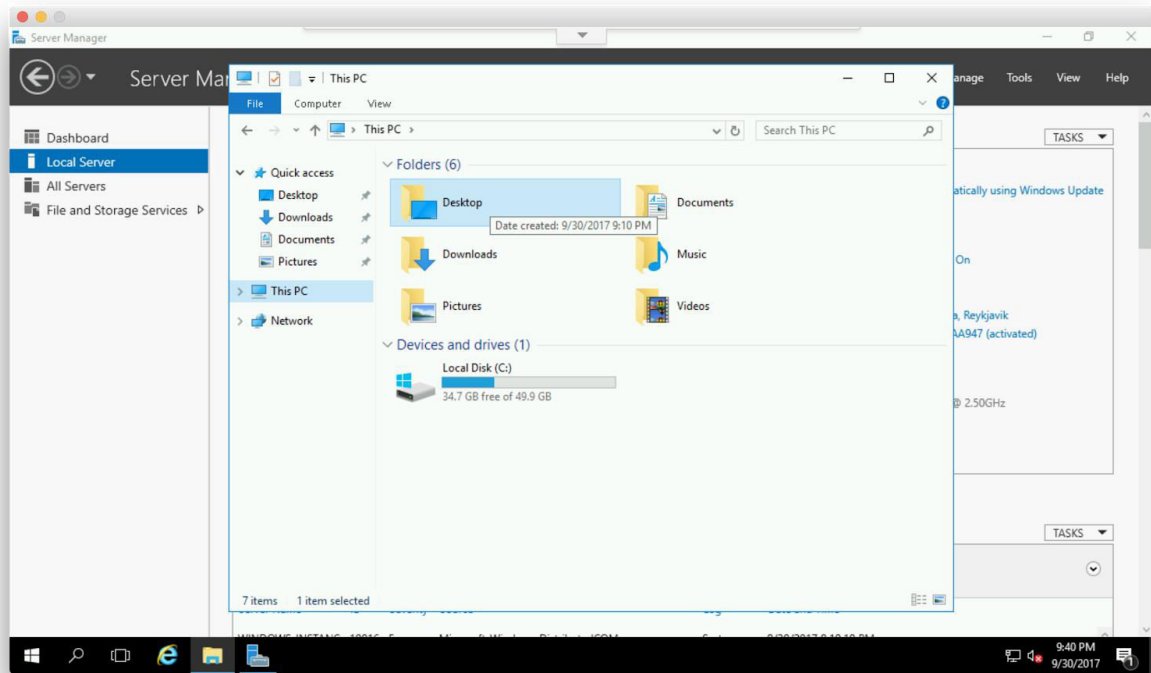
By clicking on "This PC" on the left of File Explorer, a list of disks mounted on the Windows system is shown. In the example below, only one disk, mounted at the default location **C:**, is shown. You can access files inside that disk by double clicking on it.



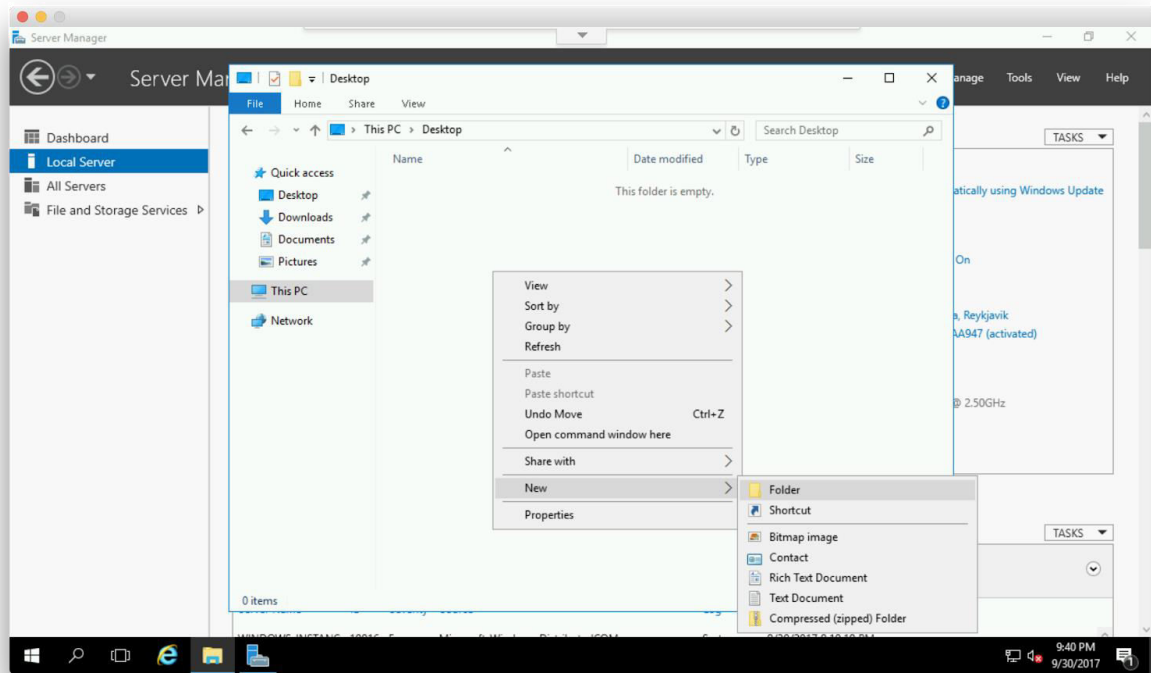
In the rest of this lab, you'll create, modify, copy, and remove files and directories in a Windows environment using File Explorer.

Creating files and folders

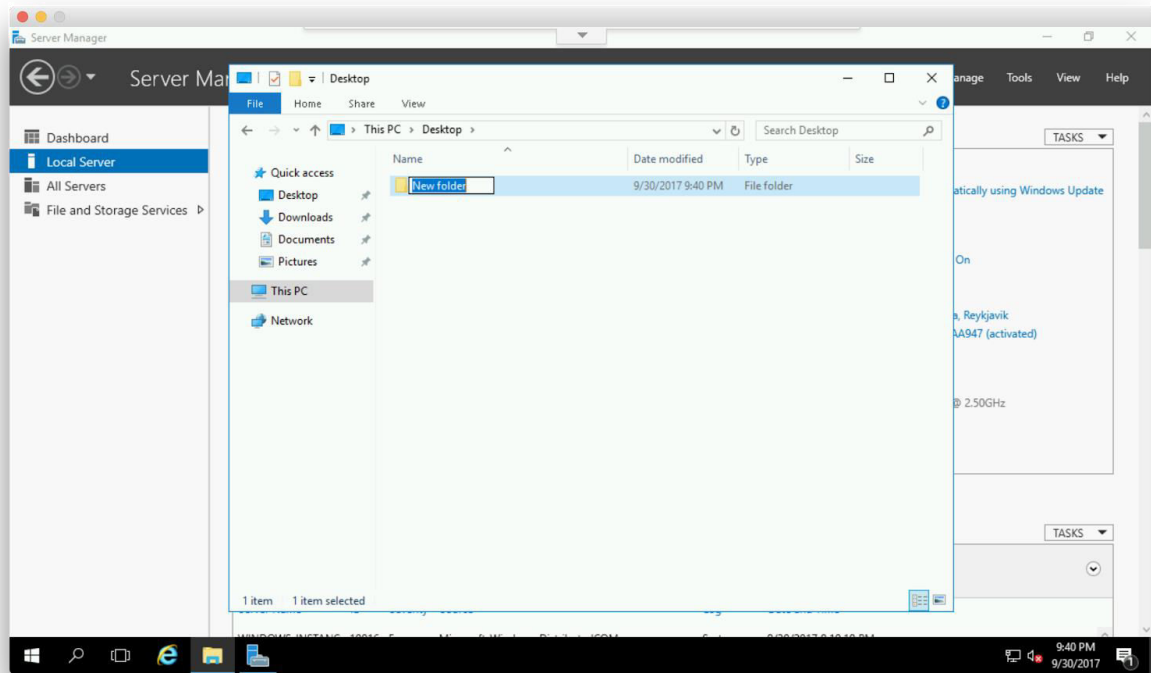
To create a file or folder, you'll first navigate to the location where you want to create the file or folder. Navigate to the **Desktop** folder by double clicking on it from File Explorer.



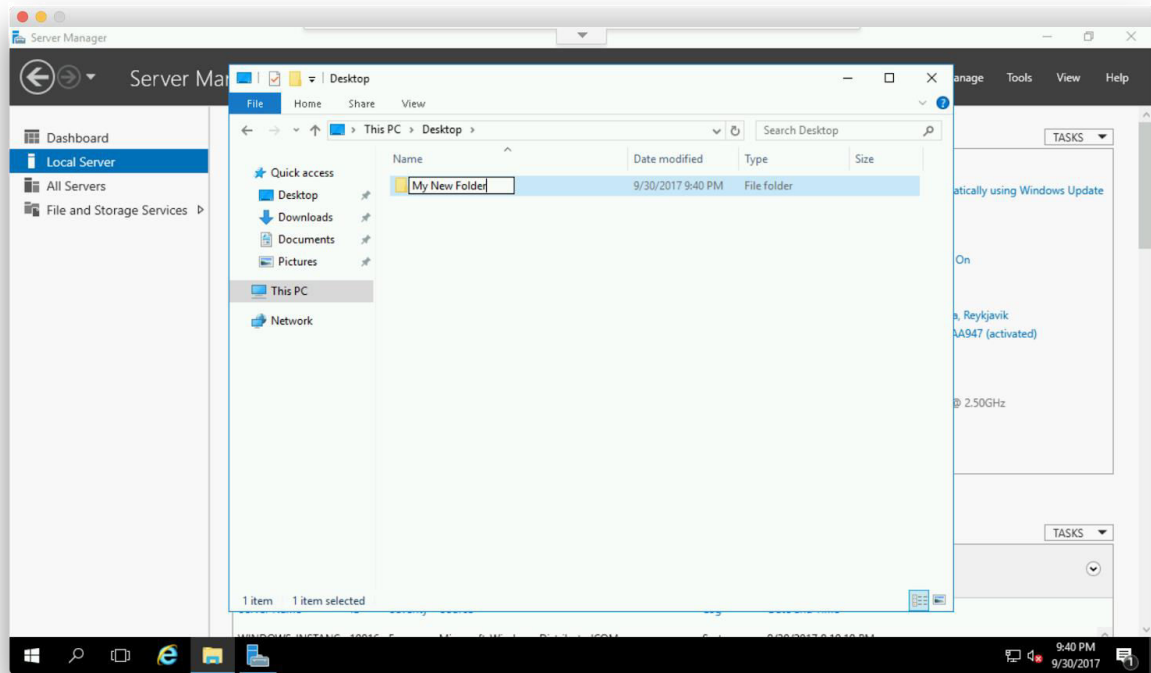
Inside the desktop folder, which is initially empty, right click anywhere in the white space, select **New**, and then select **Folder**.



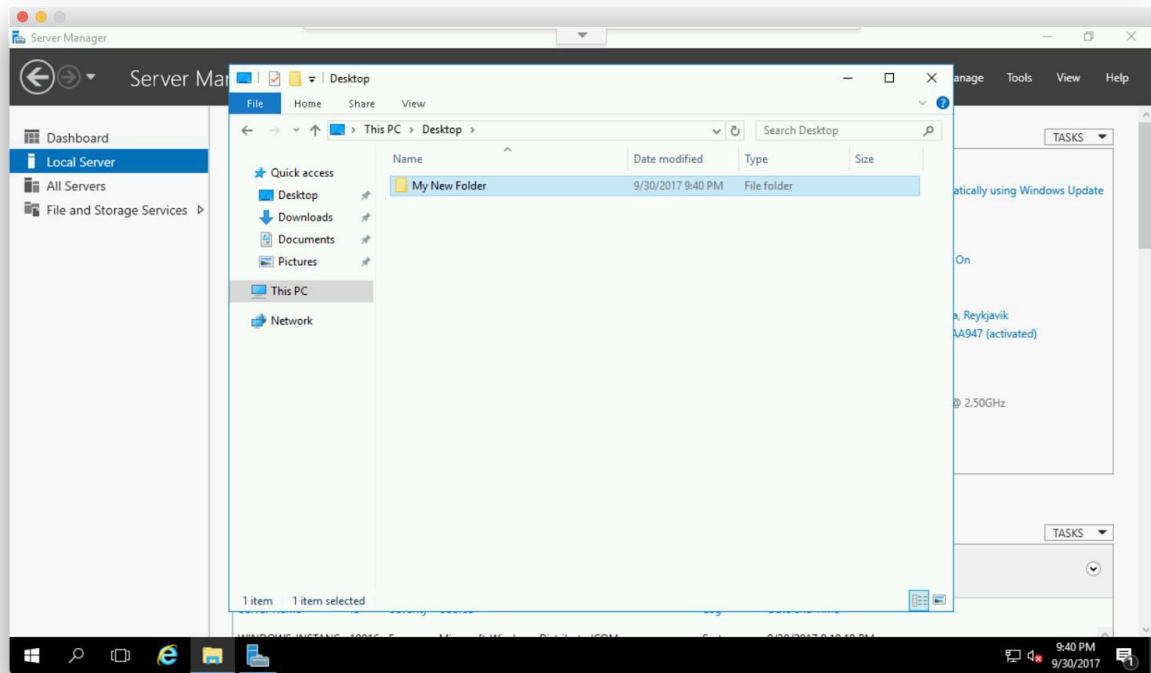
File Explorer will provide you with an editable text field, which you can use to name your new folder.



In this example, let's call our folder, "**My New Folder**". Type this name into the editable field.

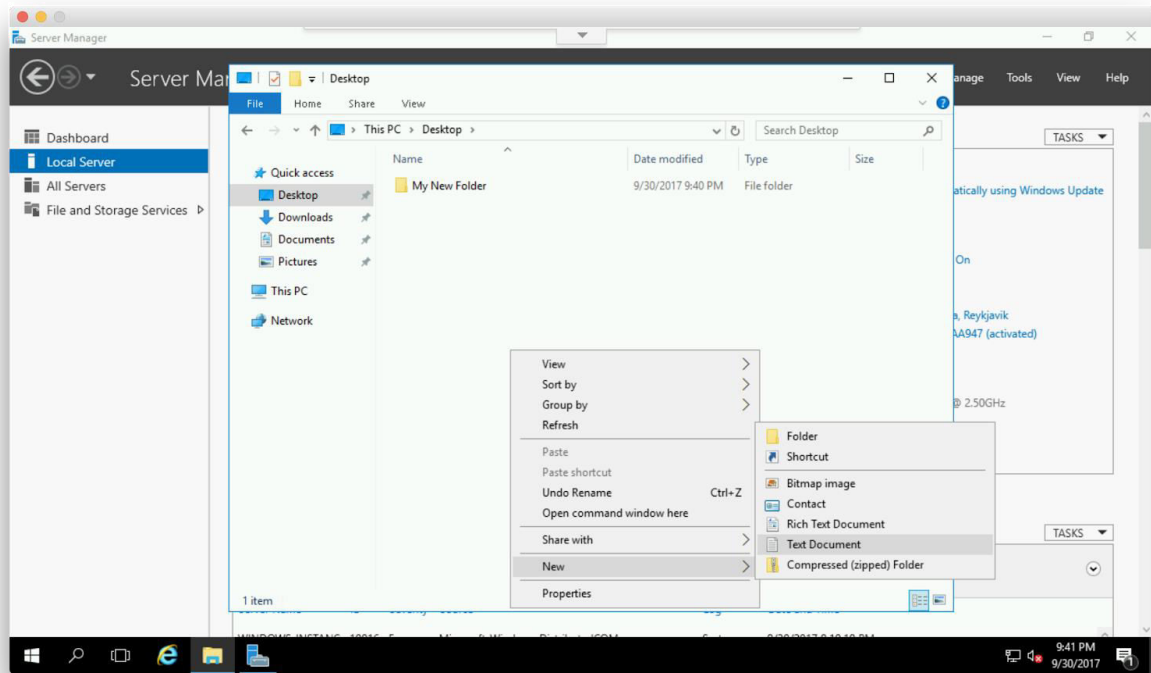


After typing in the name, press **Enter**.

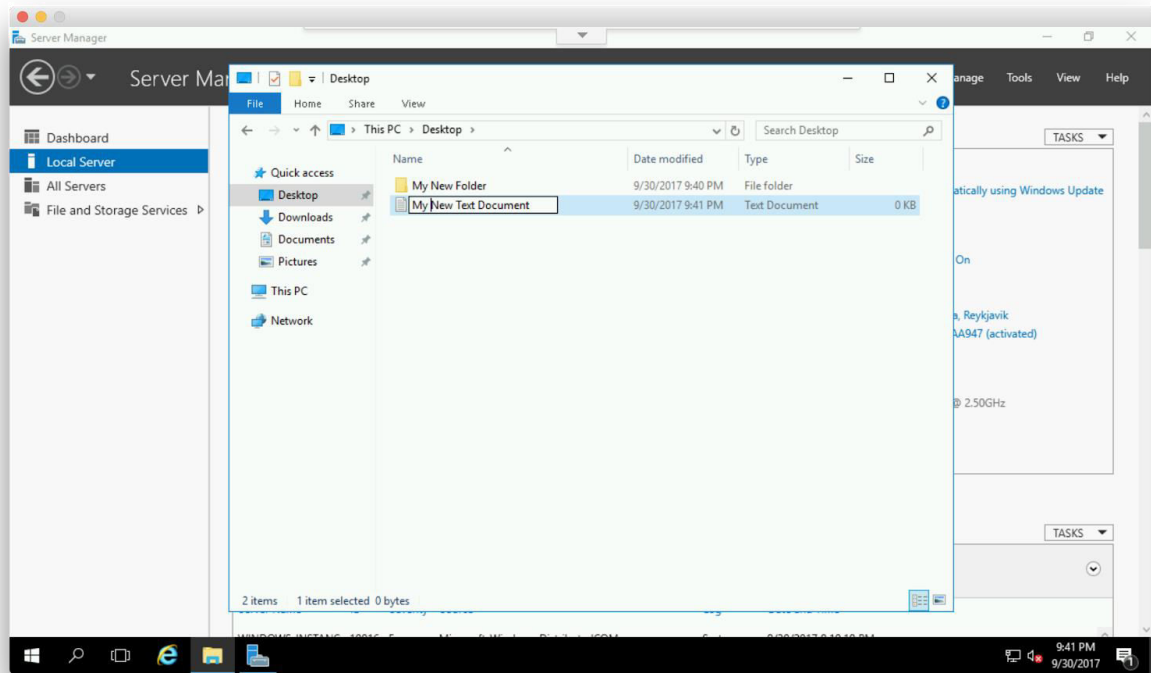


Your new folder is successfully created! Wohoo!

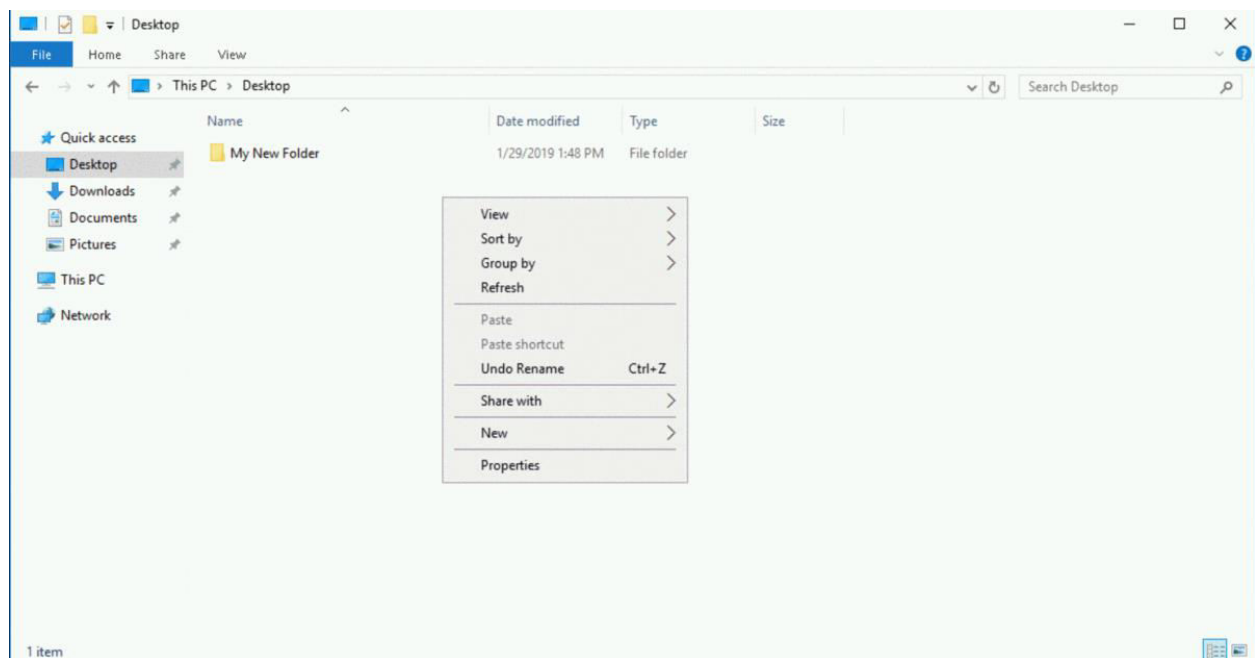
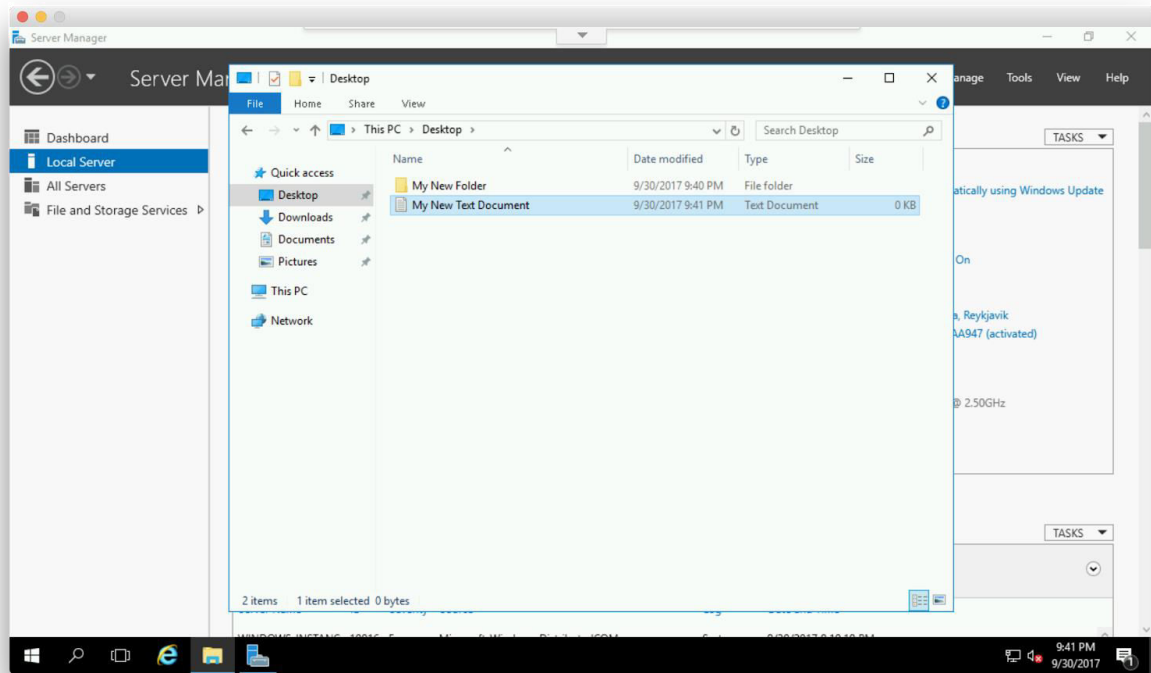
Go to the **Desktop**, you'll create a new file. Right click on any white space inside the folder, select "New", and in the sub menu that appears, select "Text Document".



File Explorer will present you with an editable field where you can enter the name of your new file. In the editable field, type in the name of your file name: **"My New Text Document"**



After typing in the file name, press **Enter**.



Your new file is successfully created! Sweet!

Note: Please make sure that you have created your folder and file both on the "Desktop" only.

Click Check my progress to verify the objective.

Create files

Check my progress

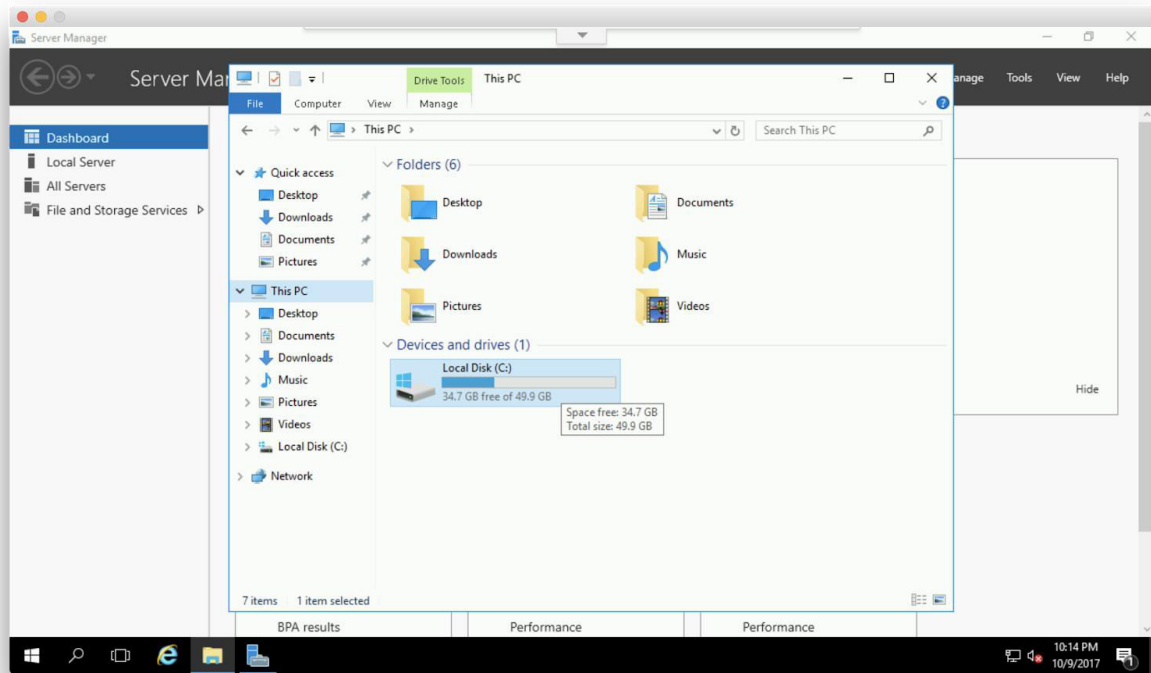
Copying, moving and renaming files and folders

Copying, moving, and renaming files and folders works similarly in Windows. To copy a folder to another destination, you first need to access the folder in its current location. Then, use File Explorer to select "copy", navigate to the destination directory, and use File Explorer to select "paste".

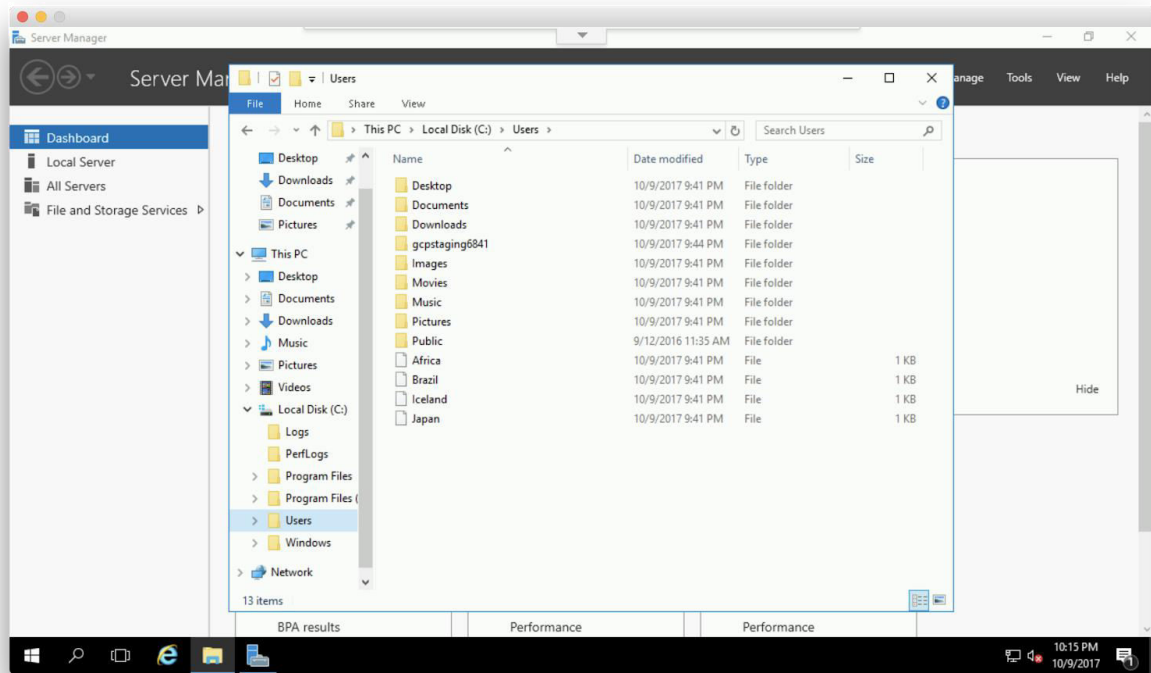
Example 1

You'll copy the "Images" folder into the "Pictures" folder.

Step 1: Use File Explorer to navigate to the folder **C:\Users**.

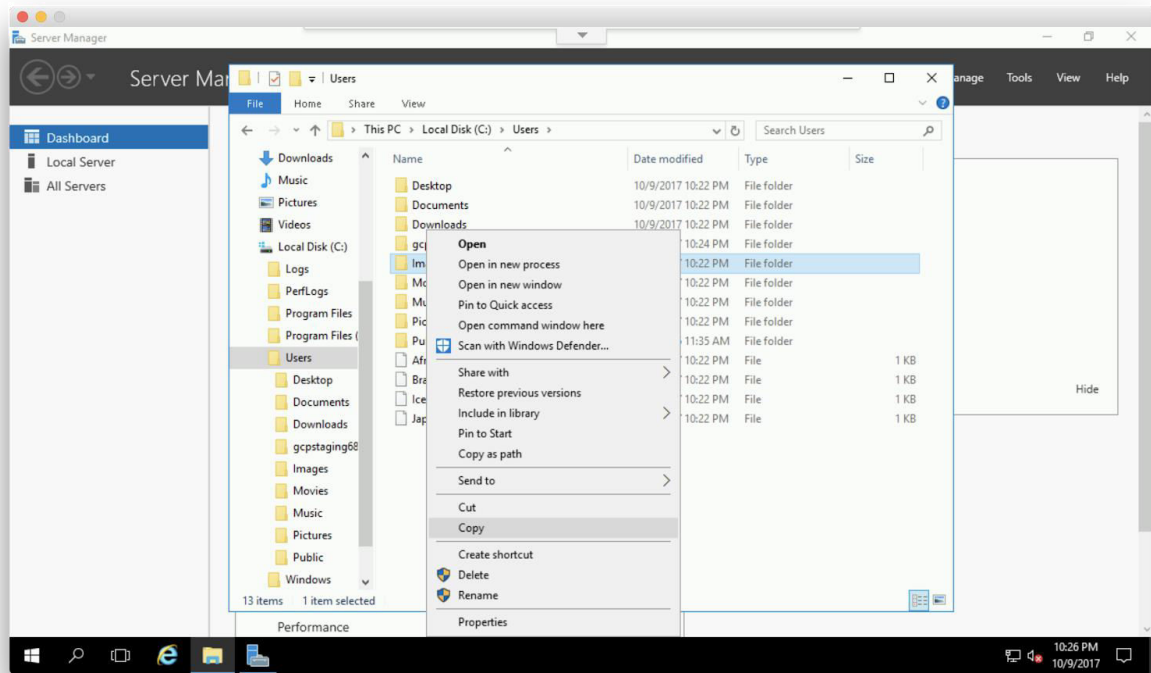


In this directory, you'll see a folder named **Images** and another named **Pictures**.



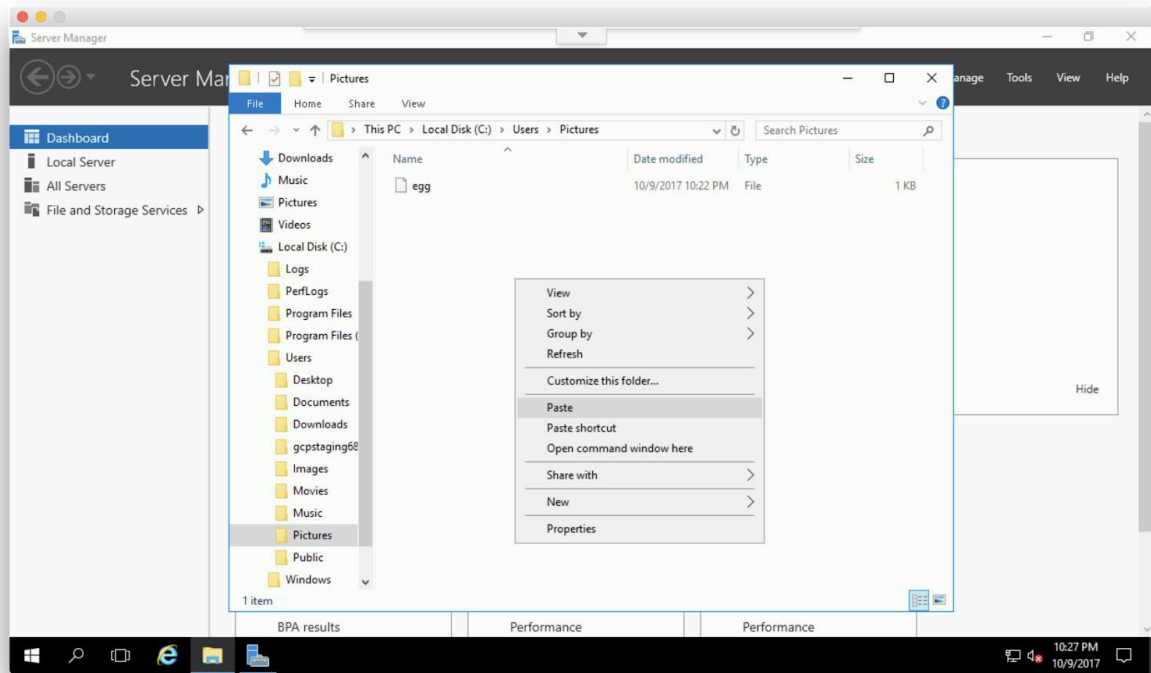
To copy the **Images** folder to the **Pictures** folder:

Step 2: Right click on the **Images** folder and select **Copy**.

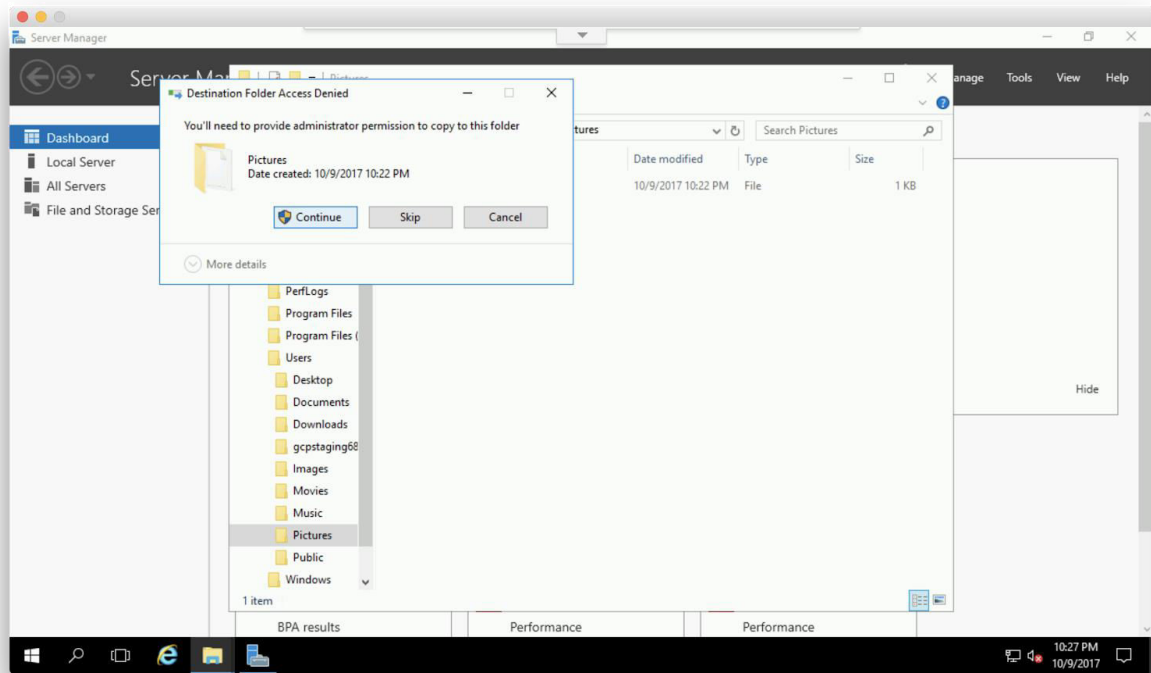


Step 3: Navigate into the **Pictures** directory by double clicking on it.

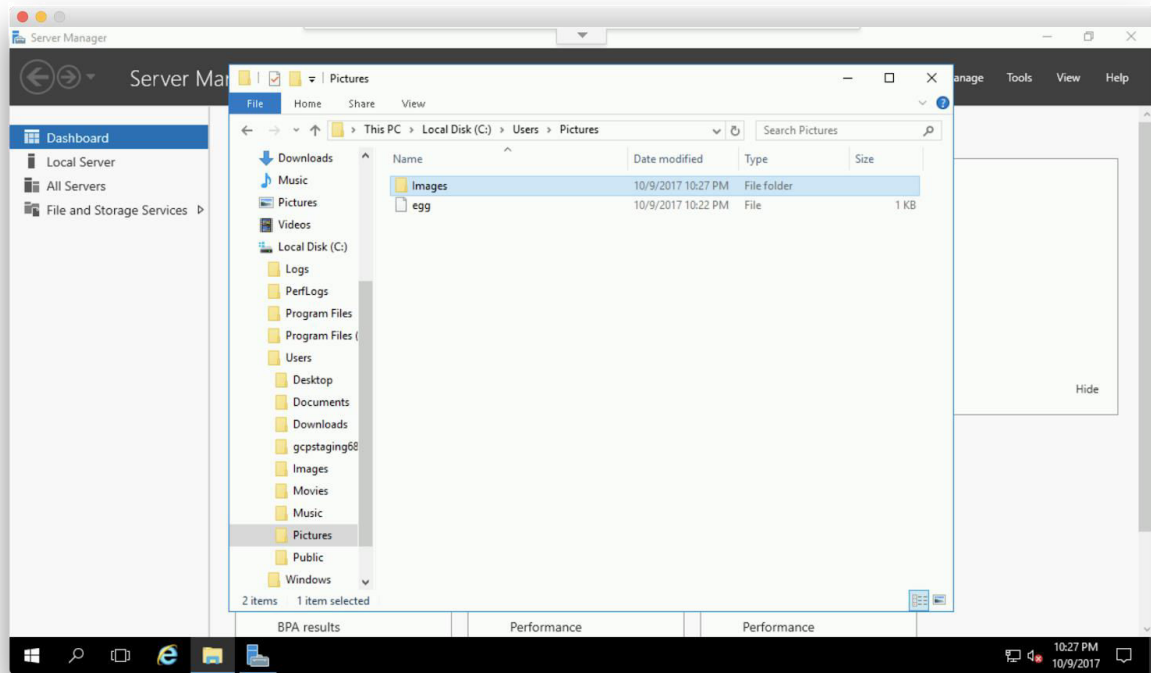
Step 4: Right click on the white space in the "Pictures" directory, and select **Paste**.



If the system requests Administrator permissions to perform this action, select **Continue**.



The folder will now be copied to the "Pictures" folder.



That's it! Easy peasy. You've successfully copied the "Images" folder into the "Pictures" folder.

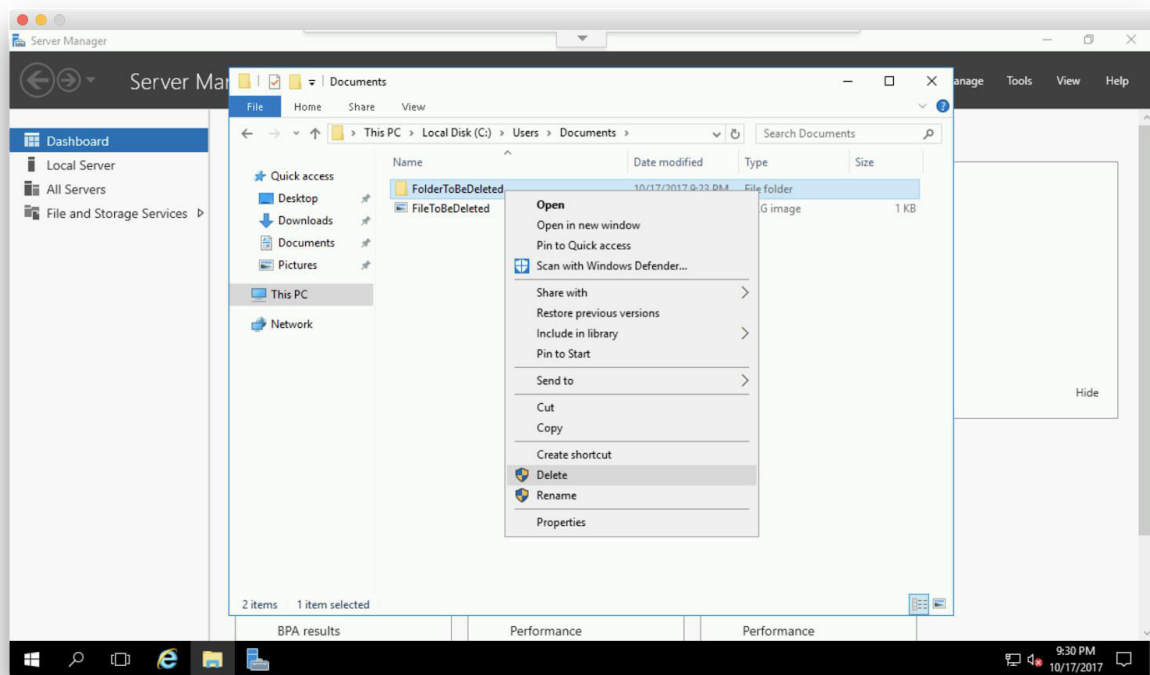
Click Check my progress to verify the objective.

Copy files
Check my progress

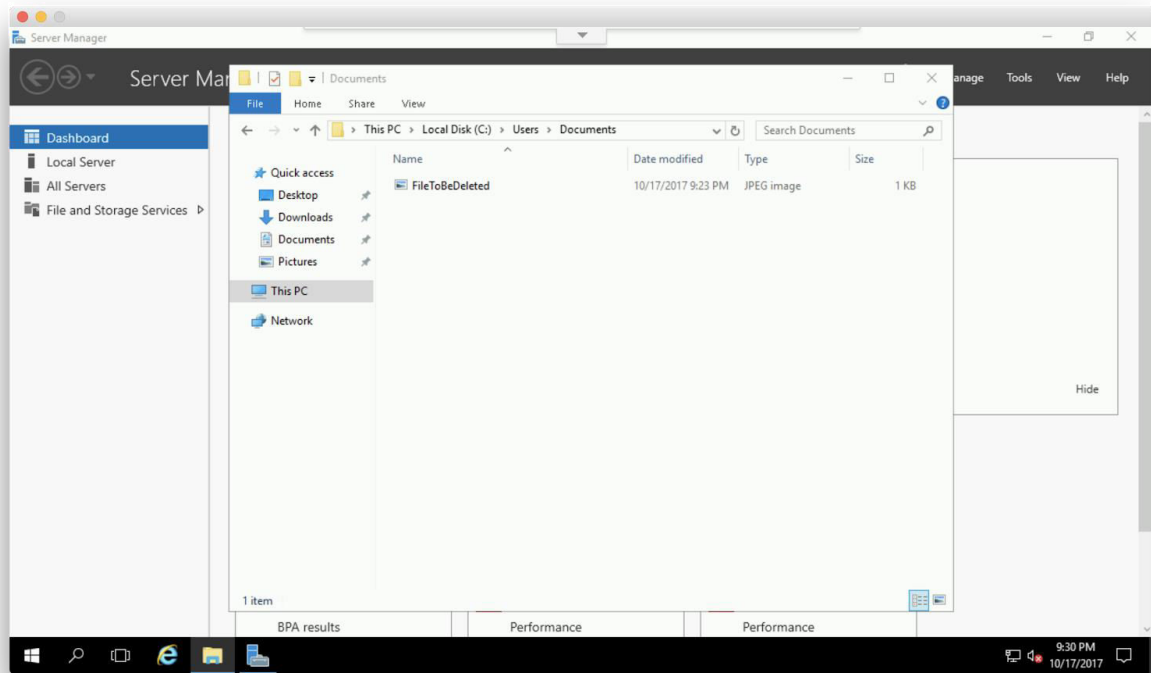
Deleting files and folders

To delete a file or folder, you'll first navigate to the location (**C:/Users/Documents**) where you want to delete a file or folder, right click on it, and select "**Delete**".

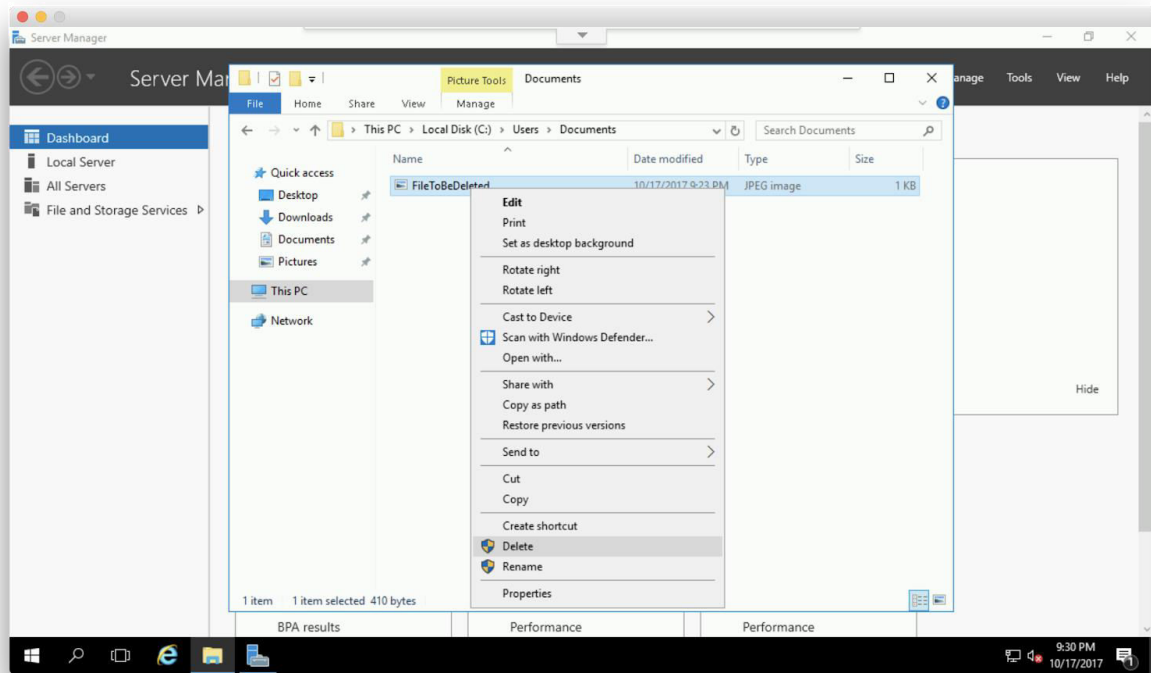
Let's see an example of removing a file using File Explorer. Navigate to the **Documents** folder in File Explorer. In the directory, you'll first delete the folder called **FolderToBeDeleted**.



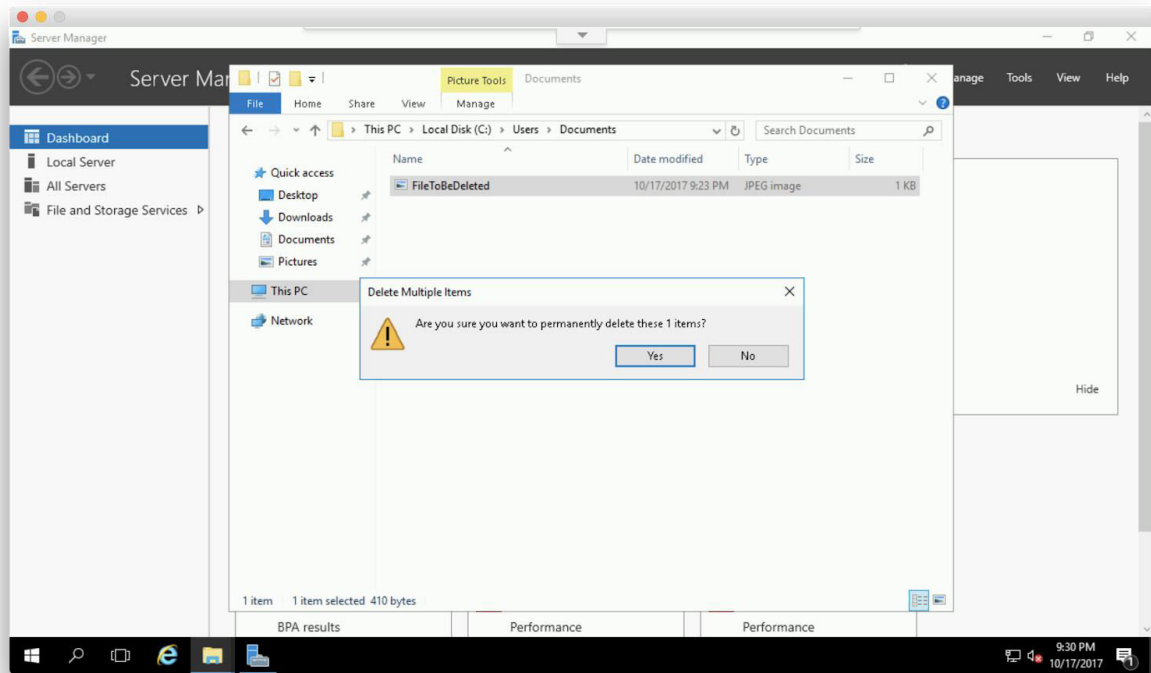
The folder will remain without the folder we just deleted.



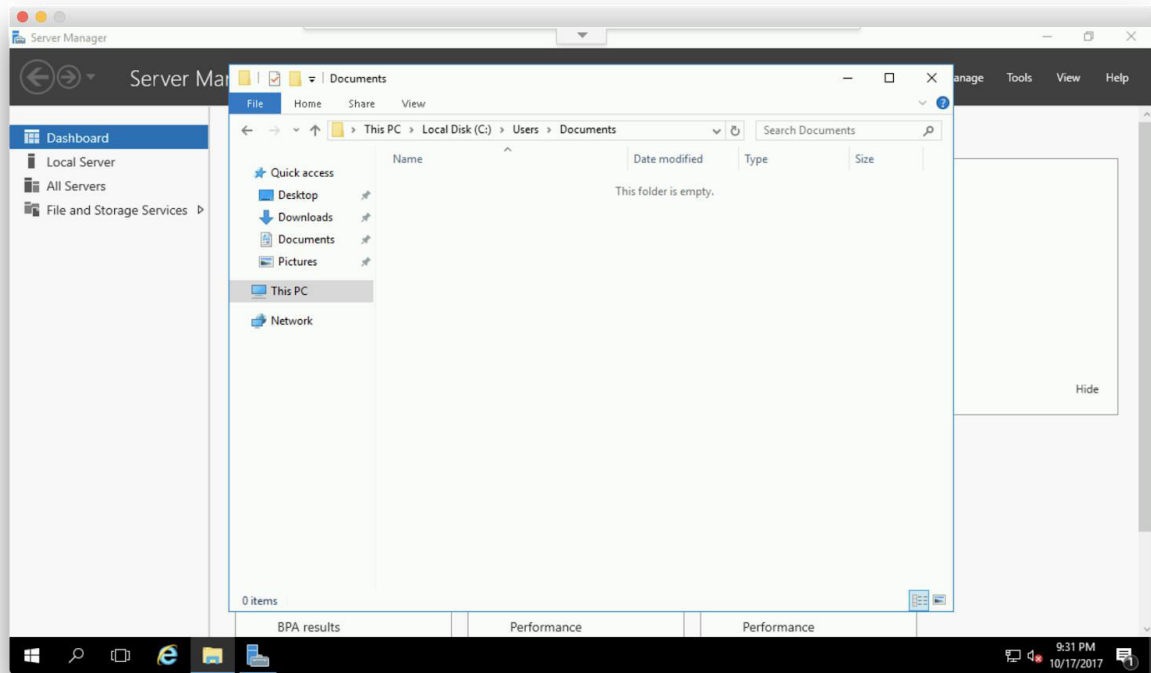
Likewise, to delete a file, you'll navigate to the folder's location, right click on it, and select **Delete**. In the "Documents" folder, let's remove the file called **FileToBeDeleted**.



If you receive a prompt around whether to remove the file or not, select **Yes**.



That's it! The folder will remain without the file and folder that we just deleted.



Click Check my progress to verify the objective.

Delete Files

Check my progress

Searching through files

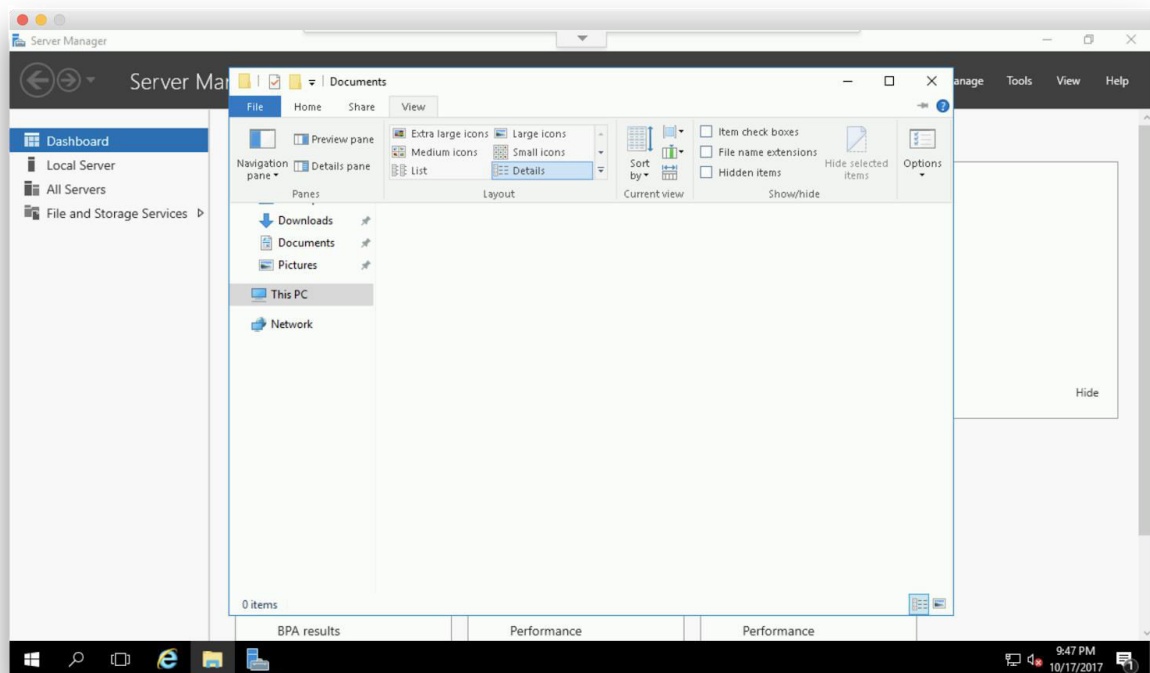
File Explorer also gives you the ability to search through file contents.

To use this feature, you need to first enable it from the menu of File

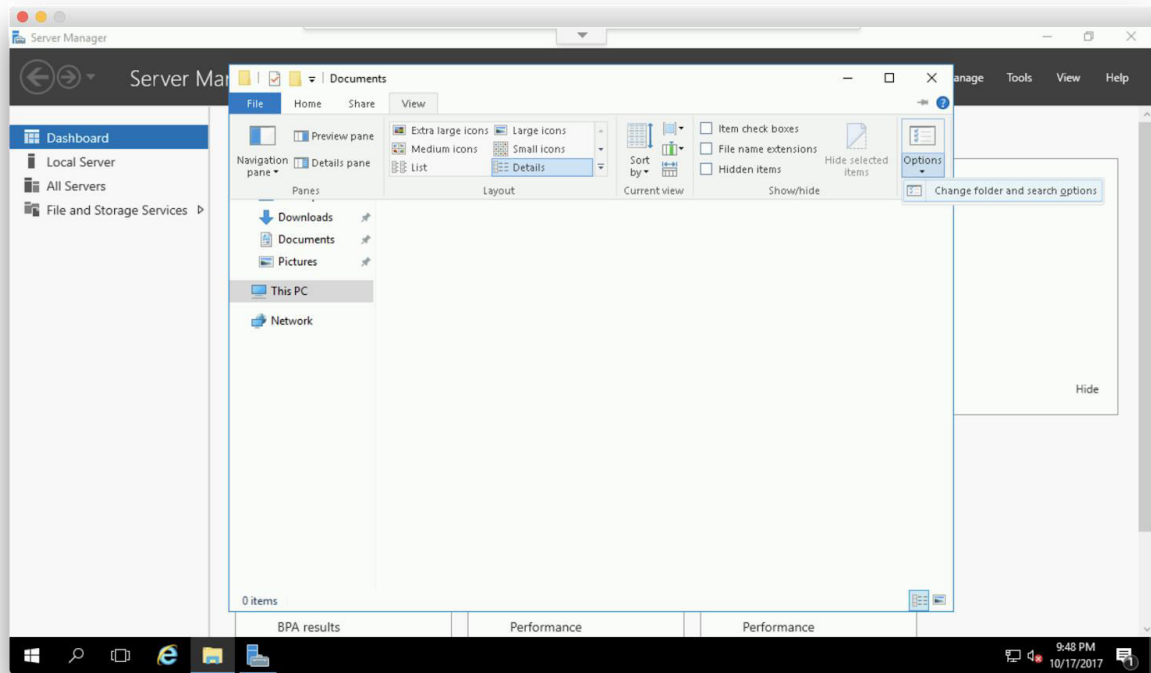
Explorer. Once enabled, searches that are performed in the default File

Explorer search field will also search content within the files contained in that directory. To enable searching through file contents, follow the steps below:

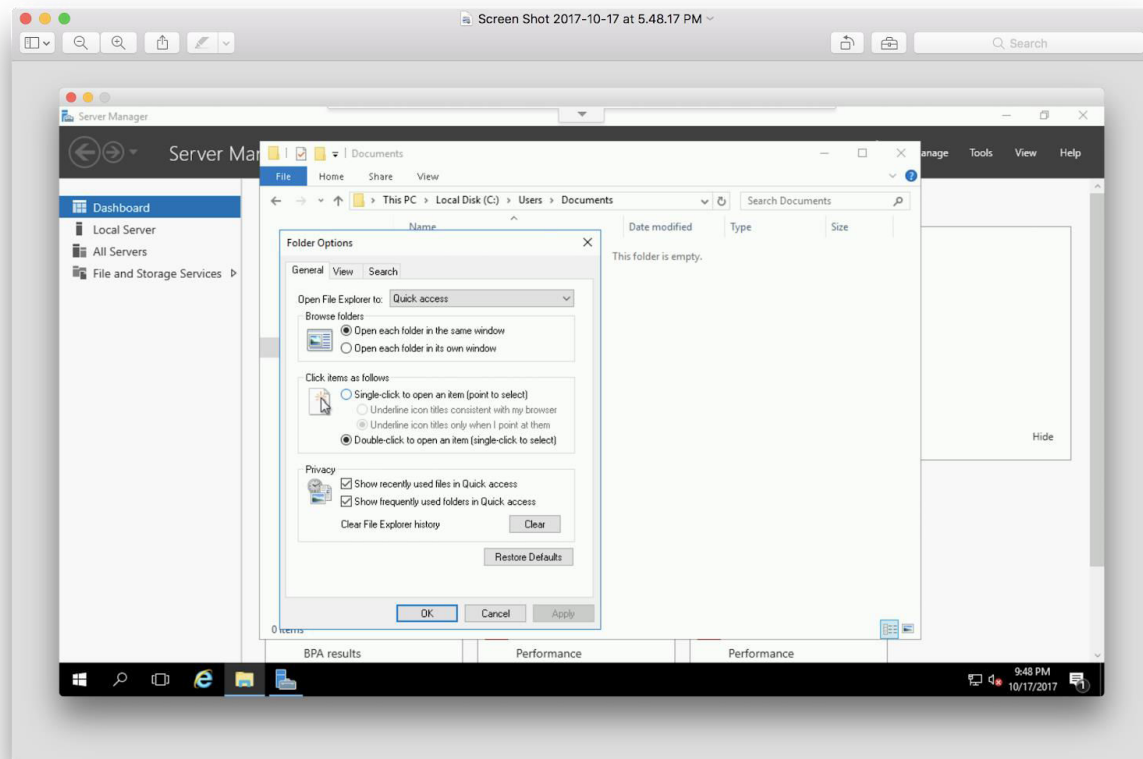
1. Access the "View" tab from the default File Explorer menu.



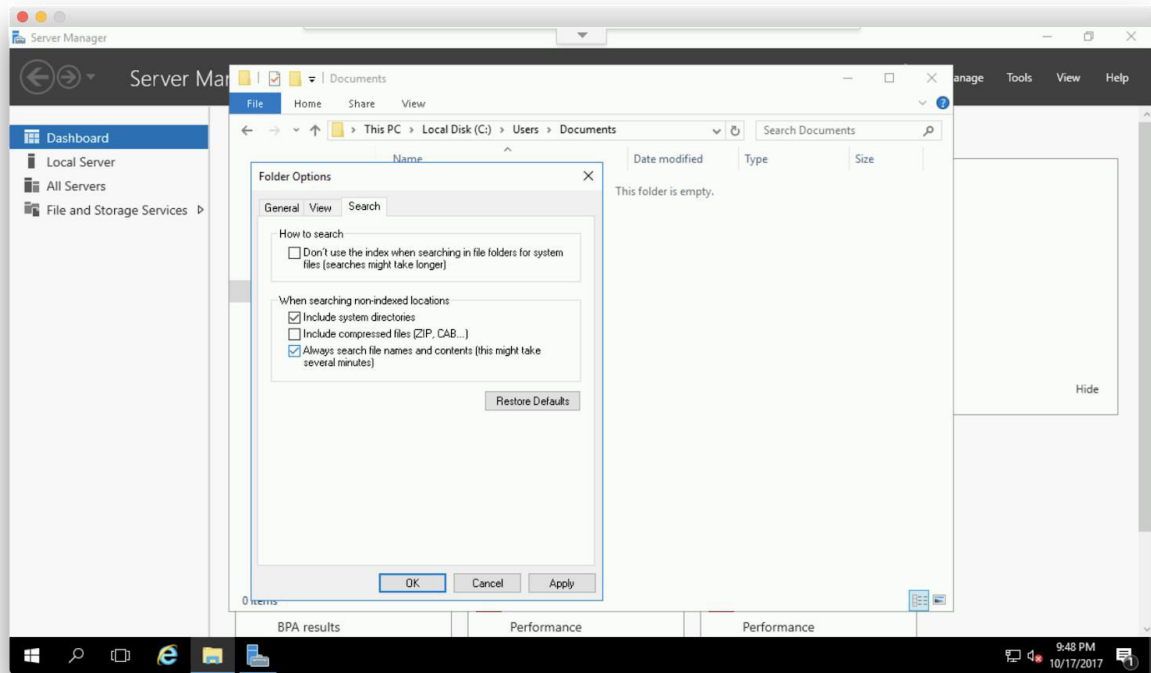
2. Click on the dropdown under "Options" and select "Change Folder and Search Options".



3. From the resulting menu, select the "Search" tab.

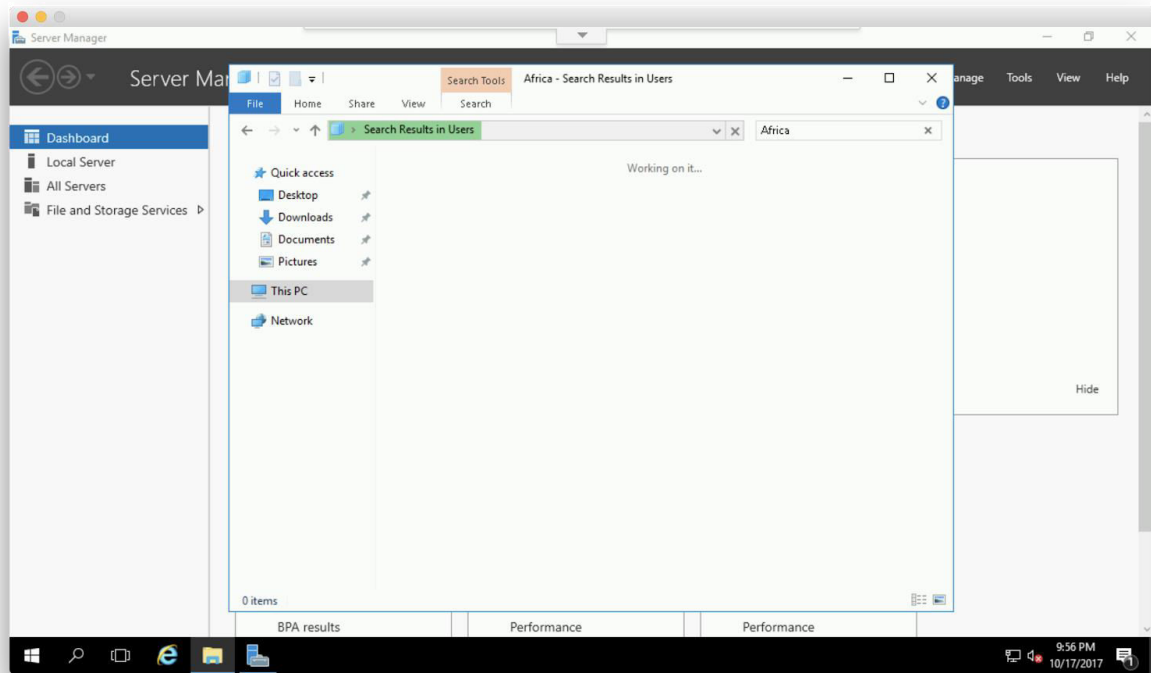


4. From the "Search" menu, check the option "Always search file names and contents".

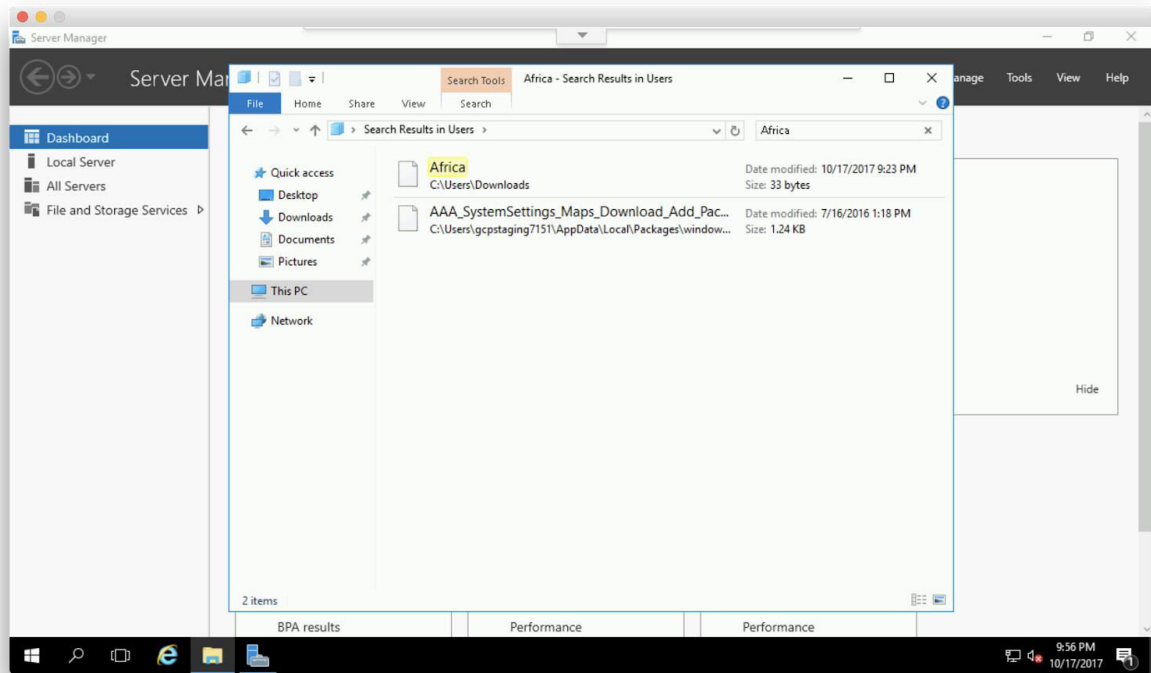


5. Click on the "OK" button to apply the changes.

File content searching is now enabled. To search within file contents, use the search menu to enter your search query.



The results displayed will also include file names whose content matches the search query.



That's it! You're now a pro at using the Windows file explorer to manage files in the system!

Conclusion

In this lab, you've gone through the basics of creating, modifying, copying, and removing files and folders in Windows. You'll become

more familiar with what you learned here as you continue to interact with Windows systems.